Reserve Component

Military Pay Process Manual (MPPM)

Designed for Army, DFAS-IN
April 2007

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Chapter 1

INTRODUCTION TO MILITARY PAY

A. Background

The purpose of this manual is to introduce personnel, particularly DFAS new employees, to the basic elements of Military Pay and the Defense Joint Military Pay System (DJMS) and DJMS support systems; Case Management System (CMS), and Defense MILPAY Office (DMO). Upon completion of this manual, trainees will gain sufficient knowledge of Military Pay and DJMS to enable them to readily grasp the more detailed and technical aspects of future subjects.

B. Reference Materials

The main source of Military Pay entitlements are the public laws passed by the United States Congress and signed by the President of the United States. They are in the form of United States Code (USC) or Titles. The different types of pays and allowances, the monetary amounts allowed, and any other military pay information are governed by laws, policies and procedures set forth in the manuals and advisories listed below. In addition to these publications, each service publishes procedures (notices and instructions) directing specified actions. Notices are usually listed to implement action before the information can be published in the appropriate manual.

1. Department of Defense Financial Management Regulation Volume 7A (DoDFMR Vol. 7A) the basic guide to all military pay and allowances, except travel allowances. The DoDFMR provides statutory provisions for entitlements, deductions, collections and establishes Department of Defense policies on pay and allowances of military personnel. Web site for the DoDFMR Volume 7A is *http://www.dtic.mil/comptroller/fmr/07a/index.html*

2. Military Pay E-Messages contain messages concerned with processing changes or new items of pay just passed into law. Web site for the Military Pay E-Messages is *https://dfas4dod.dfas.mil/centers/dfasin/library/milpay.htm*

3. Case Management System is web enabled SQL database that provides central repository accessibility at all organizational levels within the U.S. Army and DFAS. It is designed to resolve pay problems not directly corrected by updating DJMS, provide tracking capability, perform management oversight and monitor trends. The *CMS Draft Users Guide* can be found at website: *https://dfas4dod.dfas.mil/centers/dfasin/milpay/cmsdraft.pdf*

4. Defense MILPAY Office Software Suite package is programmed in a Windows based environment designed to standardize military pay applications interface for pay systems utilizing DJMS. It provides professional business management services for customer communities. The *DMO website* can be visited at: *https://dfas4dod.dfas.mil/systems/dmo*

5. Joint Federal Travel Regulations (JFTR) is a manual that contains the basic statutory entitlement regulations governing travel and transportation allowance. It also contains the regulations concerning overseas station allowances along with related appendixes to determine rates of pay found in this manual. Available on-line at *https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html*

6. Department of Defense DIRECTIVES applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, and the Defense Agencies. It can be accessed at *https://www.dtic.mil/whs/directives/corres/html2/d13123x.htm*

7. U.S. ARMY HUMAN RESOURSES COMMAND is an informational site for soldiers. It contains information regarding Military Pay and Allowances, Soldier services and career guidance. It can be accessed at *https://www.hrc.army.mil/site/reserve/soldierservices/guidance/ameddconstcredit.htm*

8. Guard Knowledge Online is an information site for soldiers and the Automated Data Systems Manual (ADSM) is available. Registration is required for access; it can be accessed at *https://gko.ngb.army.mil/Login/welcome.aspx*.

9. The Reserve/National Guard Military Pay Process Manual (MPPM) can be located at the Military Pay home page in the e-portal under Military Pay Publications:

https://eportal.dfas.mil/portal/server.pt?space=CommunityPage&cached=true&parentname=CommunityPage&parentid=2&in_hi_userid=157133&control=SetCommunity&CommunityID=245&PageID=440

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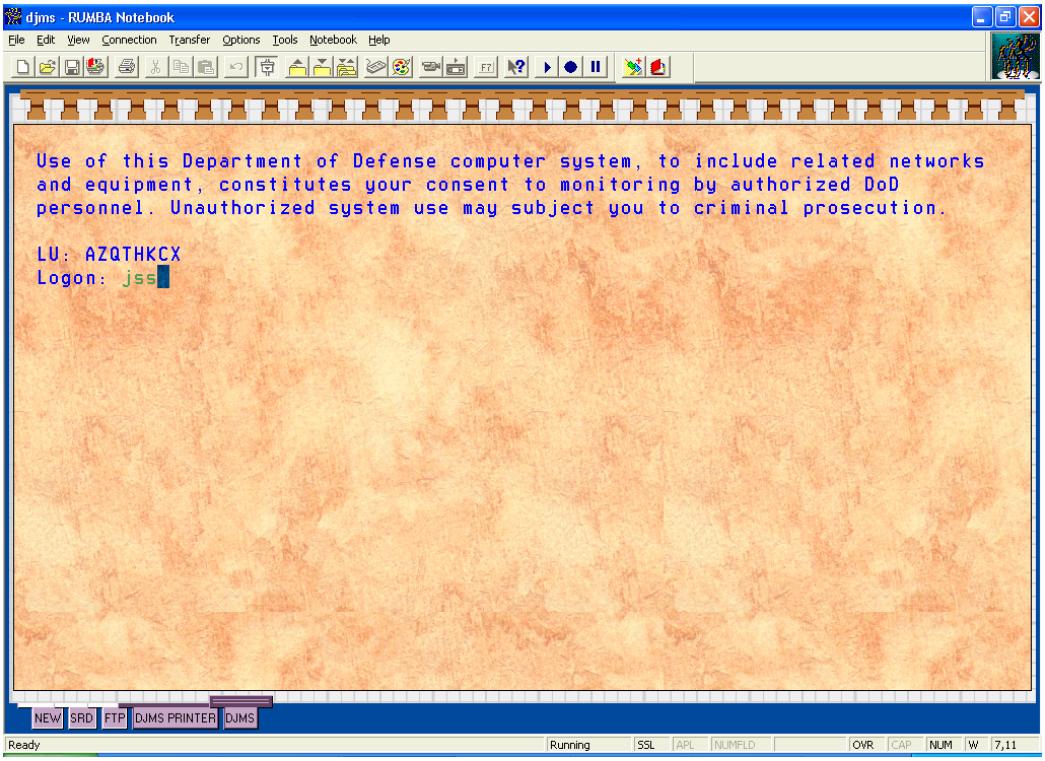

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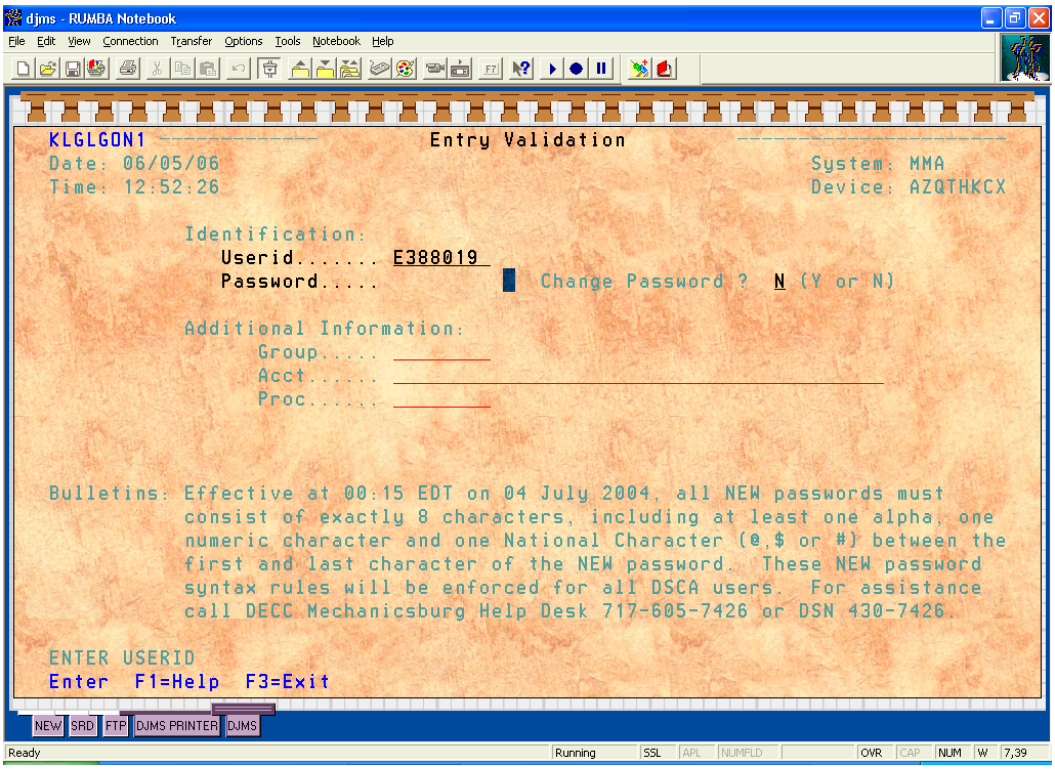

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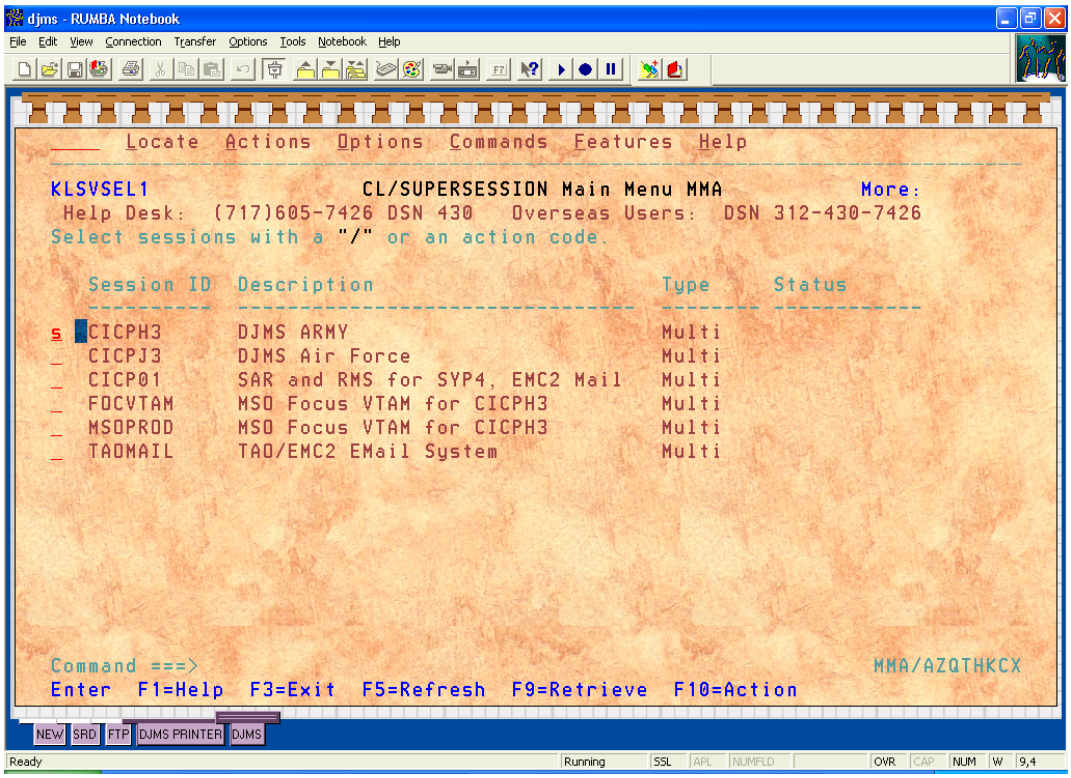

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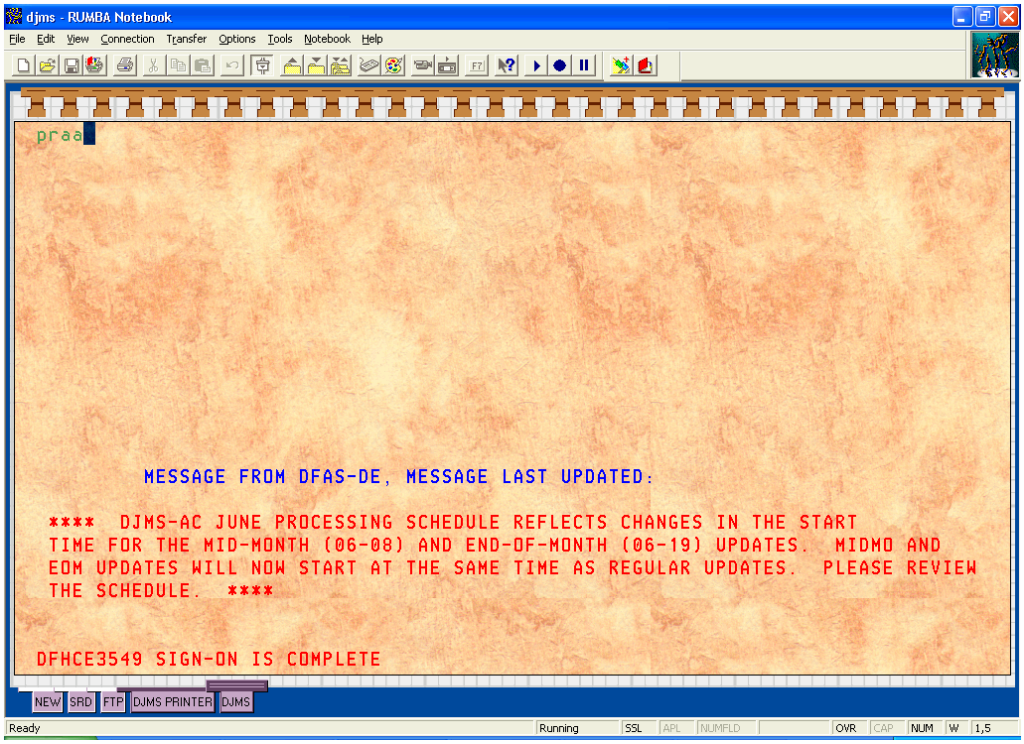


The Reserve/National Guard Master Menu

C. Pay And Allowances

1. Background. Military Pay is based upon a combination of several factors that impact the service member's pay account. It is necessary to know the status, length of service, rank or grade and component to determine most standard pay entitlements, or allowances. In some cases, the fiscal year the entitlement or allowance is due will be a factor. Other entitlement criteria include dependency status, cost of living within certain zip code areas and type of duty assignment. Personnel assigned to Military Pay, work to provide fair and equitable pay services for military personnel and their families each day, each pay period.

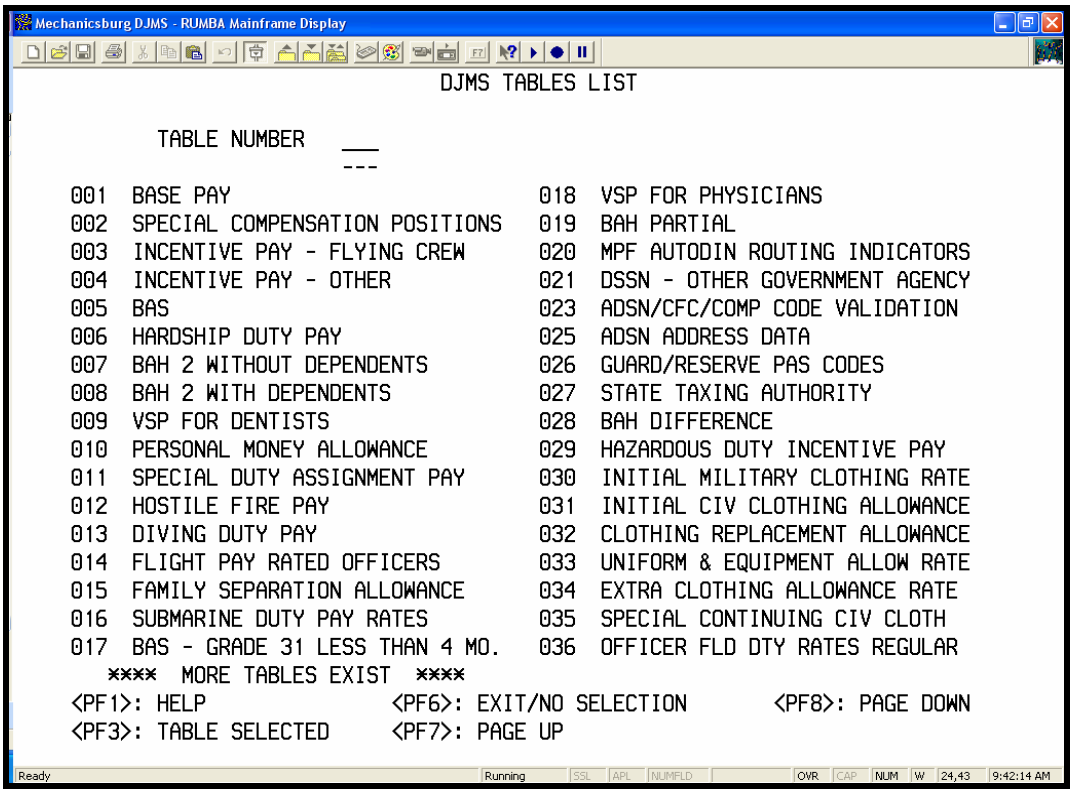
2. Creditable Service. The Pay Date on the MMPA is used to determine the rate of pay members receives. Pay rate entitlements are based upon rank and time in service. If the member has not had a break in active duty service, the pay date is usually the same as the date of TAFMSD (Total Active Federal Military Service Date), on the MMPA. The TAFMSD date may be different from the pay date because the date of enlistment precedes the actual report date. This occurs when service members join the Delayed Entry Program. Often, high school seniors enlist over spring break and do not report to the military until after graduation. Other rules and regulations regarding creditable service are located in the Department of Defense Financial Management Regulation (DoDFMR) Volume 7A, Chapter 1.

3. Constructive Service. Some medical and dental officers along with Judge Advocate Group (JAG) and Chaplain Corp officers are entitled to receive credit for the time spent in graduate school. Credit is based upon qualifying degrees, internships completed, graduate professional education, other advanced degrees, professional experience in the area appointed into, and for prior active commissioned service time. Usually a stipend is paid to cover educational expenses through graduation. Upon completion of the education program, an obligated term of service is entered into. The Constructive Service credit adjusts the Time in Grade to include the time spent in the education program. It does not alter the officers pay entry basic date (PEBD), commissioned service date, or mandatory removal date. This is added to the total amount of time in service, which has the effect of causing an automatic longevity increase. An officer has to qualify under the rules stated in the DoDFMR Chapter 1 Paragraph 010105. Also see DOD DIRECTIVE 1312.3 and U.S. Army Human Resources command web sites regarding constructive service credit.

4. Pay Computation Items There are several important issues to consider when working with different aspects of Military Pay. A discussion of some of the main points typically encountered in Military Pay computations follows:

a. Pay Grades are used to identify the various military ranks. The DJMS system converts military rank into a numerical grade used to identify a soldier's rank on the MMPA and also for looking up related information. Enlisted grades range from 31 to 39; Warrant Officer grades range from 21-25 and the Officer grades range from 01 to 10. Basic pay rates can be accessed through the DJMS Tables List, by using the MODULE JWMM, at Table 001. When utilizing the DJMS reference tables the numerical grades must be entered for each associated rank. A cross reference is listed below for all military ranks by title. Also note that ranks 01/01E, 02/02E, and 03/03E indicate a commission with or without prior enlisted service.

DJMS Tables List for Pay and Allowance (1 of 4)



DJMS Tables List for Pay and Allowance (2 of 4)

```
Mechanicsburg DJMS - RUMBA Mainframe Display

                              DJMS TABLES LIST

        TABLE NUMBER   ___
                       ---
038  FOREIGN LANGUAGE PRO PAY          061  ZIP-CD / MHA-INDEX
039  ARMY PACIDN -TABLE (ACT & RES)    062  NAVY UIC CODE
041  PROFICIENCY PAY TYPES             063  CURRENCY EXCHANGE RATES
042  SEPARATION PROGRAM DESIGNATORS    064  MIHA/UTILITY ALLOWANCE RATES
043  HALO RATES                        065  JTR LOCATION DESCRIPTION
044  APO-FPO ADDRESSES                 066  NAVY REJECT REASSIGNMENT
045  SUMMARY ACCOUNTS CATEGORIES       067  BMC W/O DEPENDENTS
046  OFF FIELD DUTY RATES - SPECIAL    068  UTILITY ALLOWANCE PERCENTAGES
048  BCP PHYSICIANS                    069  AVERAGE SPENDABLE INCOME
049  BCP RATES FOR DENTISTS            070  AFRH MONTHLY DEDUCTION RATE
051  VETERINARIAN/OPTOMETRY PAY        071  SERVICEMENS GROUP LIFE INS
052  FED RES TRANS RTG SYMBOLS         072  FICA AND MEDICARE MAX DED RATE
053  STATE AND TERRITORY CODES         073  FITW ALLOWANCE AND DEDCT TABLE
054  HFP/IDP COUNTRIES                 074  FITW WAGES COMBAT ZONE EXCL
058  VHA ADJUSTMENT RATES              075  RESERVE DRILL AUTHORIZATION
059  BAH1 & FSH-BAH                    076  GUARD DRILL AUTHORIZATIONS
060  SUME                              077  DEPENDENT DENTAL CARE
   ****  MORE TABLES EXIST  ****
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DJMS Tables List for Pay and Allowance (3 of 4)

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Mechanicsburg DJMS - RUMBA Mainframe Display

                              DJMS TABLES LIST

        TABLE NUMBER   ___
                       ---
078  RETIRED PAY ACCRUAL FACTORS       100  CADET FIXED ALLOWANCE RATES
079  CMD RESPONSIBILITY PAY            101  CADET BASE PAY
080  MAJOR COMMAND CODE DATA           102  ACE DEDUCTION TABLE
081  MEAL COLLECTION REIMBURSEMENT     103  SERVICE ACADEMY PAY SCHEDULE
083  OVERSEAS EXTENSION PAY            104  DAILY EFT TOLERANCES
084  RESERVE FLPP RATES                105  CADET BAS
085  NET PAY AUTH TOLERANCE            106  CADETS PERSONAL SVC DEDUCTION
086  CAREER SEA DUTY PAY ENLISTED      107  SRB RATES BY MBI
087  CAREER SEA DUTY PAY OFFICER       108  ENLISTMENT BONUS RATES
088  WARRANT OFF CAREER SEA PAY        110  NUCLEAR OFF ACCESSION BONUS RT
089  CAREER SEA DUTY PREMIUM PAY       111  NUCLEAR CAREER ACCESSION BONUS
094  ADVANCE EIC PAYMENT               112  NUCLEAR OFF CONTINUATION PAY
095  STIPEND RATES FOR HEALTH PRO      113  NUCLEAR ANNUAL INCENTIVE RATES
096  ROTC SUBSISTENCE RATES            115  CAREER ENL FLYER INCENTIVE PAY
097  BCP FOR NON-PHYSICIANS            117  HARDSHIP DUTY PAY - MISSION
098  DIPLOMATE PAY                     118  HARDSHIP DUTY PAY - LOCATION
099  MISC INDEBTEDNESS TYPES           120  TSP MAX CONTRIBUTION PRCTG
   ****  MORE TABLES EXIST  ****
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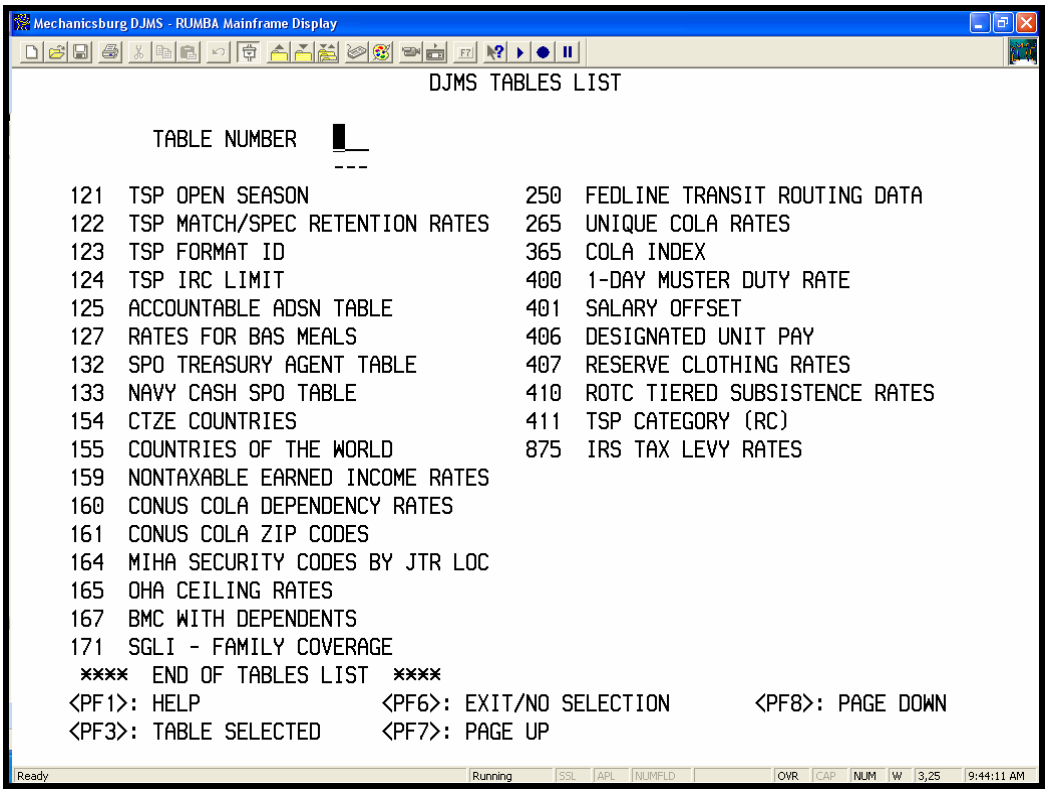
DJMS Tables List for Pay and Allowance (4 of 4)



Cross Reference Rank U.S.Armed Forces By Title

Pay Grade	U.S. Army	U.S. Air Force	U.S. Navy	U.S. Marines
E-1	Private	Airman Basic	Seaman Recruit	Private
E-2	Private 2nd Class	Airman	Seaman Apprentice	Private First Class
E-3	Private 1st Class	Airman 1st Class	Seaman	Lance Corporal
E-4	Specialist	Senior Airman or Sergeant	Petty Officer 3rd Class	Corporal
E-5	Sergeant	Staff Sergeant	Petty Officer 2nd Class	Sergeant
E-6	Staff Sergeant	Technical Sergeant	Petty Officer 1st Class	Staff Sergeant
E-7	Sergeant 1st Class	Master Sergeant	Chief Petty Officer	Sergeant 1st Class
E-8	Master Sergeant	Senior Master Sergeant	Senior Chief Petty Officer	Master Sergeant
E-9	Sergeant Major	Chief Master Sergeant	Master Chief Petty Officer	Sergeant Major
E-9 special	Sergeant Major of the Army	Chief Master Sergeant of the Air Force	Master Chief Petty Officer of the Navy	Sergeant Major of the Marine Corps
W-1	Warrant Officer One	(None)	(None)	Warrant Officer One
W-2	Chief Warrant Officer Two	(None)	Chief Warrant Officer	Chief Warrant Officer Two
W-3	Chief Warrant Officer Three	(None)	Chief Warrant Officer	Chief Warrant Officer Three
W-4	Chief Warrant Officer Four	(None)	Chief Warrant Officer	Chief Warrant Officer Four
W-5	Master Warrant Officer Five	(None)	(None)	Master Warrant Officer Five
O-1	Second Lieutenant	Second Lieutenant	Ensign	Second Lieutenant
O-2	First Lieutenant	First Lieutenant	Lieutenant, Junior Grade	First Lieutenant
O-3	Captain	Captain	Lieutenant	Captain
O-4	Major	Major	Lieutenant Commander	Major
O-5	Lieutenant Colonel	Lieutenant Colonel	Commander	Lieutenant Colonel
O-6	Colonel	Colonel	Captain	Colonel
O-7	Brigadier General	Brigadier General	Rear Admiral, Lower Half (sometimes Commodore)	Brigadier General
O-8	Major General	Major General	Rear Admiral, Upper Half	Major General
O-9	Lieutenant General	Lieutenant General	Vice Admiral	Lieutenant General
O-10	General	General	Admiral	General

b. Entitlements and Allowances Members of the Armed Forces receive salaries based upon pay earned because of grade and time in service, type of duty performed, or certain specific job skills that fall under the category Incentive Pays. Pay received as a result of qualifying conditions is called an Allowance. Taxable entitlements usually are classified as types of Pay. Non-taxable entitlements are classified as Allowances. Each pay or allowance item is computed according to regulations and law. Pays and Allowances can be one-time entitlements, paid at a daily rate or those paid at a monthly rate.

c. Longevity and Promotion/Demotion Longevity is an integral part of computing any military pay entitlement. All pay entitlements referenced in the pay tables are scaled by rank and actual years in service. Whenever a member remains in the military for more than his or her current period of enlistment, normally four to six years, there will be an automatic increase to basic pay according to longevity timeframes. Promotions also have the effect of increasing basic pay by placing the member in a higher pay scale bracket. The rates are available using the DJMS module JWMM and Table 001. A sample for the E-7 rank or 37 grade is shown in the figure (2006).

Table 001--Basic Pay Rates

Mechanicsburg DJMS - RUMBA Mainframe Display

JUMPS TABLE 001 (INQUIRY)
PRODUCTION
BASE PAY

CURRENT EFFECTIVE DATE: 2006 01 01 FROM DATE: 2006 01 01
PROCESSING DATE: 2005 11 10 TO CURRENT: 2006 01 01

PAY GRADE: 37

NO OF YEARS	DAILY RATE	MONTHLY RATE	NO OF YEARS	DAILY RATE	MONTHLY RATE
UNDER 4 MOS	76.29	2288.70	OVER 14 YRS	111.68	3350.40
UNDER 2 YRS	76.29	2288.70	OVER 16 YRS	114.52	3435.60
OVER 2 YRS	83.27	2498.10	OVER 18 YRS	117.21	3516.30
OVER 3 YRS	86.46	2593.80	OVER 20 YRS	118.86	3565.80
OVER 4 YRS	90.69	2720.70	OVER 22 YRS	124.42	3732.60
OVER 6 YRS	93.98	2819.40	OVER 24 YRS	128.02	3840.60
OVER 8 YRS	99.65	2989.50	OVER 26 YRS	137.12	4113.60
OVER 10 YRS	102.83	3084.90	OVER 28 YRS	137.12	4113.60
OVER 12 YRS	106.01	3180.30			

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d. Accession/Reenlistment/Extension. When a member first enters the military they undergo a process known as Accession (MPPM, Chap. 4). This process establishes the MMPA and starts the pay for the member. When the obligated length of enlistment is near completion, a member will have the option to leave the military or reenlist. To reenlist means the member chooses to continue their active duty military service as if it never ended. Extensions are granted for various reasons, to complete a tour of duty (overseas), or to meet certain requirements.

e. Excess Leave is when a member takes leave before it is earned.

(the remainder of this page is reserved for future use)

Chapter 2

MASTER MILITARY PAY ACCOUNT

The Master Military Pay Account (MMPA) is used by all service branches. The format and appearance of the MMPA's depend upon the different branch of service. Active duty and Reserve/National Guard MMPA's are unique but still contain the same data/information regarding the service member. The Active duty account or MMPA is one continuous information system. Alpha characters identify different information areas, along with the start/stop and changes of effective dates.

The Reserve/National Guard MMPA consists of informational pages with the different defined areas. In order to tell the date a transaction was started/stopped and the date of input, you would usually look at the processed transaction screens. The following pages contain an MMPA with an explanation of what transaction identification numbers (TINS) affect each area.

```
                         A D M I N I S T R A T I O N   D A T A          PRF1
 CLERK-ID:  XXX
                                                        PAGE 1
 AS OF:  060503
SSN: 222334444                                   PREV-SSN:   000000000

 NAME:  HAZZARD CHIP  A
 GRADE-CURR:       35    GRADE-1ST-PRIOR:    34    GRADE-2ND-PRIOR:   33
 EDG-CURR:     050401    EDG-1ST-PRIOR:  040501    STUDENT-IND:
 PAY-DATE:     020801    PAY-DT-PRIOR:   000000    ***  DOD COMPONENT **
 NPS:         04E:  N    HFP-MO-EX:          00    SEX-CODE:           M
 TAFMS-CTR:     00863    ETS-DATE:       100731    PAS-PR-1:      U2S01AA0
 DATE-OF-GAIN: 020801    GAIN-IND:          GGG    ASGN-DT-PR-1:  031125
 DATE-OF-SEP:  051206    LOSS-IND:           LL    PAS-PR-2:      U2S01A10
 ASGNMT-DT:    031201    COMP: V  COMP-PRIOR: V    ASGN-DT-PR-2:  031125
 PAS-CURR:   U2S01A10    PRA-FLAG:                 PAS-PR-3:      U2R73AA0
 ST-PGMA-CURR:     AN    ST-PGMA-PRIOR:      AN    ASGN-DT-PR-3:  030328
 PEC-CURR:     PAPD00    PEC-PRIOR:      PAPD00    PAS-PR-4:      U2Q0VAA0
 COUNTRY-CODE:           EDG-VERIFY-FLAG           ASGN-DT-PR-4:  020801
 DEPL-DAYS: 000 AS OF 020801                       TSP-FLAG:
```

DATA TYPE	DESCRIPTION	TIN
ASGN-DT-PR-1	Effective date of first prior PAS	
ASGN-DT-PR-2	Effective date of second prior PAS	
ASGN-DT-PR-3	Effective date of third prior PAS	
ASGN-DT-PR-4	Effective date of fourth prior PAS	
ASGNMT-DT	Date soldier was assigned to current PAS	A09
COMP	Current service component V = Reserve G = Guard	
COMP-PRIOR	Prior service component	
COUNTRY-CODE	Used when a soldier resides in a Foreign country	A08 (script)
DATE-OF-GAIN	Date that soldier was gained to DJMS-RC	A38

DATA TYPE	DESCRIPTION	TIN
DATE OF SEP	Date of separation of a soldier in YYMMDD Format L = DOS LL= Status change	900
DEPL-DAYS	Number of days paid Special Pay, no longer used By Army	
EDG-1ST-PRIOR	First prior effective date of soldier's grade	
EDG-CURR	Current effective date of soldier's grade	113
EDG-VERIFY-FLAG	Soldier is on the promotion list	
ETS-DATE	Expiration Term of Service	A81
GAIN-IND	Identifies if essential data is stored on the MMPA 1st G= TIN AA1 processed 2nd G= TIN A06 processed 3rd G= TIN A07/A08 processed	
GRADE-1ST-PR	First prior grade for which a soldier is entitled to Receive pay	
GRADE-2ND-PR	Second prior grade for which a soldier is entitled To receive pay	
GRADE-CURR	Current grade for which a soldier is entitled to receive pay	113
HFP-MO-EX	Number of months experience in a Hostile Fire Pay area	A90
LOSS-IND	Identifies soldiers lost to the pay system. "LL" closes a soldier's file. Where it will drop six months from date of separation. Debts transfer to DDCM 90 days from the DOS (not from date of input DOS)	
NAME	Last name, first name and middle initial	104
NPS	Non-prior service indicator	AA1

DATA TYPE	DESCRIPTION	TIN
04E	Officers whose grades are 01-03 with over 4 years Active enlisted service	A14
PAS-CURR	The Personnel Accounting Symbol (PAS) that Represents the Pay Support Office (Site ID) and Unit Identification Code (UIC)	A09
PAS-PR-1	First prior PAS	
PAS-PR-2	Second prior PAS	
PAS-PR-3	Third prior PAS	
PAS-PR-4	Fourth prior PAS	
PAY-DATE	Current pay entry basic dates	106
PAY-DT-PRIOR	Prior pay entry basic date	
PEC-CURR	Current Program Element Code PAPD00 = Reserve PANG00 = National Guard	A09
PEC-PRIOR	Prior Program Element Code	
PRA-FLAG	Puerto Rico tax indicator 1 = Puerto Rico State tax collected 2 = Puerto Rico Federal tax collected	
PREV-SSN	Previous social security number	
SEX-CODE	Indicates sex of soldier	A06S
SSN	Social Security Number	102
ST-PGMA-CURR	ARNG uses a state code. Reserve has pay Group and mobilization augmentee code Pay groups are: A = Non-IMA B = IMA Mobilization augmentee codes used: N = USAR	A09

DATA TYPE	DESCRIPTION	TIN
ST-PGMA-PRIOR	Prior state code	
STUDENT-IND	Student Indicator code R = ROTC H = Health Professionals	
TAFMS-CTR	Total Active Duty days accumulated	
TSP-FLAG	Thrift Savings Plan indicator Y = Enrolled in TSP Blank = Not enrolled in TSP	

```
                        E N T I T L E M E N T   D A T A
CLERK-ID:   XXX     ( P A Y  S T A T U S , B A H I I , B A S )         PAGE 2
AS OF:   060503
SSN:  222334444

*****  PAY STATUS  ******    ******  B A S  *****   *******  B A H I I  *****
PAY-STATUS:             A    BAS-TYPE:          N   BAHII-STAT:             0
PAY-STAT-STR-DT:   000000    BAS-QTR-STR:       0   BAHII-DEP-TYPE:         0
PAY-STAT-STP-DT:   999999    BAS-START:    000000   BAHII-DOB-PD:      000000
AD-PD-TO-DT:       000000    BAS-QTR-STP:       0   BAHII-STAT-DT:     021009
APC1:                        BAS-STOP:     000000   BAHII-STAT-PRIOR:       0
HP-STATUS:                                          BAHII-DEP-CERT-DT: 000000
**  PAY STATUS 2  *******    **  ORDER TRAVEL  **   QTR-AVAIL:              1
PAY-STATUS-2:                ORD-NBR-1:              BAHII-STR-DT:      000000
PAY-STAT2-STR-DT:  000000    ORD-NBR-2:              BAHII-STP-DT:      000000
PAY-STAT2-STP-ST:  000000    TVL-DAYS-1:        0
APC2:                        TVL-DAYS-2:        0
```

DATA TYPE	DESCRIPTION	TIN
AD-PD-TO-DT	The date through which the soldier received pay for Active Duty on DJMS-RC. When a member is on an active duty tour, this date will be the last regular pay day. When a member completes an active duty tour, this date will return to 000000 and the pay status will return to "A"	
APC1	The Accounting Processing Code contains Information about station funded tours or IADT tours. The APC defines the appropriation to which the tour is being charged. The APC can be converted to an appropriation using "PRGM" in the DJMS module.	A24 C04
APC2	Accounting Processing Code 2, see APC1	
BAHII-DEP-CERT-DT	BAQ Dependant Certification Date. This is not currently in use	

DATA TYPE	DESCRIPTION	TIN
BAHII-DEP-TYPE	Dependent type for BAQ Codes used: 0 = None A = Spouse C = Child D = Parent (includes in-loco-parentis) F = Stepchild I = Soldier married to soldier, own right	A15
BAHII-DOB-PD	The birth date of the youngest child	A15
BAHII-STAT	Current and previous BAQ. If short tour information exists, it will not appear for this field 0 = No Dependants 1 = Dependants not assigned government quarters 2 = Dependants assigned government quarters	
BAHII-STAT-DT	Effective date of the most recent BAQ dependency status determination in YYMMDD format. If short tour information exists, it will not appear for this field	A15
BAHII-STAT-PRIOR	Prior BAQ status. See also BAHII-STAT	
BAS-QTR-STR	Quarter of the day when a soldier's entitlement to BAS start.	A31 C01 C04
BAS-QTR-STP	Quarter of the day when a soldier's entitlement to BAS ends.	A31 C01 C04
BAS-START	Starting date of a soldier's entitlement to BAS in YYMMDD format	A31 C01
BAS-STOP	Ending date of a soldier's entitlement to BAS in YYMMDD format	A31 C01

DATA TYPE	DESCRIPTION	TIN
BAS-TYPE	BAS type codes. If short tour information exists, It will not appear for this field N = None B = Separate Rations H = Rations not available K = Rations under emergency conditions	A31 C01
ORD-NBR-1	Order number of Pay status tour	A24, C01, C02
ORD-NBR-2	Order number of Pay status 2 tour	
PAY-STAT-STP-DT	Ending date of entitlement in YYMMDD format	
PAY-STAT-STR-DT	Starting date of entitlement in YYMMDD format	
PAY-STAT2-STP-DT	Ending date of entitlement in YYMMDD format	
PAY-STAT2-STR-DT	Starting date of entitlement in YYMMDD format	
PAY-STATUS	The current pay status of a soldier A = Normal status N = Death; all transactions reject to Central Site for manual processing O = Temporary Tour of Active Duty (TTAD) Q = Inactive National Guard W = IADT, paid by DJMS-RC Z = AT, ADT, ADSW over 29 days	A24
PAY-STATUS-2	Prior Pay status code	
QTR-AVAIL	Quarters availability. If short tour information exists, , it will not appear for this field. 0 = Quarters not available 1 = Quarters available	A30
TVL-DAYS-1	Travel days associated with Pay status	A24, C01
TVL-DAYS-2	Travel days associated with Pay status 2	

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                        E N T I T L E M E N T  D A T A
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IP-TYPE:                N  *****  M D V O  ****  ********  B A H  ************
IP-START-DT:       000000  MDVO-TYPE:         N  BAH-ZIP-LOC:            00000
IP-STOP-DT:        000000  MDVO-DATE:    000000  BAH-COLA-DAILY-RATE:   0.0000
                           MDVO-MSD:     000000  BAH-COLA-STR-DT:       000000
OFFICER-SVC-DT:    000000                        BAH-COLA-STP-DT:       000000
AVIATION-SVC-DT:   000000                        BAH-COLA-IND:               0
                                                 BAH-NBR-DEP:                0
UNIF-ALW-TYPE:             FSAII-STR:    000000  ********  H D P  ************
UNIF-ALW-PAYMT-DT: 000000  FSAII-STP:    000000  HDP-TYPE:                   L
UMA-FUTURE-DT:     000000                        HDP-CC:                    KU
                                                 HDP-LOC-CODE:           KU999
HDP-START:         000000   HFP-START:    000000
HDP-STOP:          000000   HFP-STOP:     000000
```

DATA TYPE	DESCRIPTION	TIN
AVIATION-SVC-DT	Effective date of aviation service (ASD) for YYMMDD format	115
HDP-START	Starting date of a soldier's entitlement to Hardship Duty Pay in YYMMDD format	A34 C02
HDP-STOP	The ending date of a soldier's entitlement to Hardship Duty Pay in YYMMDD format	A34 C02
FSAII- STP	The ending date of a soldier's entitlement to Family Separation Allowance in YYMMDD format	A33
FSAII- STR	Starting date of a soldier's entitlement to Family Separation Allowance in YYMMDD format	A33
HDP-TYPE	The type of Hardship duty Pay authorized L = Location H = Mission	A34
HDP-CC	The country code authorized for Hardship Duty pay when Type contains "L" or "M"	A34

DATA TYPE	DESCRIPTION	TIN
HDP-LOC-CODE	A valid location code when Hardship Duty Pay contains "L" or "M"	A34
HFP-START	Starting date of a soldier's entitlement to Hostile Fire Pay in YYMMDD format	A35 C02 C05
HFP-STOP	Ending date of a soldier's entitlement to Hostile Fire Pay in YYMMDD format	A35 C02 C05
IP-START-DT	Starting date of Incentive Pay entitlement	A19, C04
IP-STOP-DT	Ending date of Incentive Pay entitlement	A19, C04
IP-TYPE	Incentive pay type A = Rated officer or enlisted crew member B = Officer or enlisted non-crew member/ Non-rated officer crew member C = Parachute duty D = Demolition duty N = No entitlement	A19 C01 C04
MDVO-DATE	Effective date of start, change or stop of MDVO	A28
MDVO-MSD	Medical Service Date. This is used only if the MDVO-CODE is not 00.	A28
MDVO-TYPE	Medical, Dental, Veterinary, and Optometry (MDVO) pay entitlement A = Veterinarian Special Pay B = Optometrist Special Pay C = Medical Variable Special Pay D = Medical Board Certified Pay E = Medical Special Pay F = Dental Variable Special Pay G = Dental Board Certified Pay H = Dental Special Pay I = Veterinarian Diplomat Pay N= No entitlement	A28
OFFICER-SVC-DT	Officer Service Date, effective date an officer is commissioned	114

DATA TYPE	DESCRIPTION	TIN
UMA-FUTURE-DT	Future date of Uniform Maintenance Allowance Entitlement	B06
UNIF-ALW-PAYMT-DT	Payment date for Uniform Allowance entitlement	B06
UNIF-ALW-TYPE	Uniform allowance type K = Initial uniform allowance L = Additional allowance M = Uniform maintenance allowance	B06
BAH-COLA-DAILY-RATE	The BAH daily entitlement rate. If short tour Information exists, it will not appear for this field	A32B C05
BAH-NBR-DEP	Indicates whether a soldier has dependents for BAH purposes. If short tour exists, it will not appear for this field.	A32
BAH-STR-DT	Starting date of BAH entitlement	A32, C05
BAH-STP-DT	Ending date of BAH entitlement	A32, C05
BAH-ZIP-LOC	The BAH zip code for long tour Entitlement . If short tour information Exists, it will not appear for this field.	A32, C05

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                    D E D U C T I O N S   &   W A I V E R S
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DEBT-ON-FILE:         0    T5-CFY:             0   GBT-ON-FILE:
RAPS-DAYS-CTR:      000    T5-PFY:             0

SGLI-MBR-OPT-CUR:     0    SGLI-MBR-DED-CUR:   0   SGLI-MBR-C-EFF-DT:  051201
SGLI-MBR-OPT-PR:      T    SGLI-MBR-DED-PR:    0   SGLI-MBR-PR-EFF-DT: 050901
SGLI-FAM-OPT-CUR:          SGLI-FAM-AGE-CUR:       SGLI-FAM-C-EFF-DT:  000001
SGLI-FAM-OPT-PR:           SGLI-FAM-AGE-PR:        SGLI-FAM-PR-EFF-DT: 000001

SSLI-C-EFF-DT:     0000    SSLI-DED-CUR:    00.00
SSLI-PR-EFF-DT:    0000    SSLI-DED-PR:     00.00

**************  WAIVER  HISTORY  ***************
               WVR-TYPE    DAYS-WAIVED   DAYS-PD
CURRENT-FY:       0           000          065
1ST-PRIOR-FY:     0           000          360
2ND-PRIOR-FY:     0           000          294
```

DATA TYPE	DESCRIPTION	TIN
1st-PRIOR-FY	First Prior Fiscal Year	
2ND-PRIOR-FY	Second Prior Fiscal Year	
CURR-FY	Current Fiscal Year	
DAYS-PD	Counter for total number of duty days (IDT & ADT) paid for current, first and Second prior fiscal years.	
DAYS- WAIVED	Number of days in which deductions were waived (max 360). Information stored for the current, first and second fiscal yrs.	A21
DEBT-ON-FILE	Indicates whether a debt is posted to a soldier's Account	
GBT-ON-FILE	Soldier has a current garnishment Y = Collecting garnishment Blank = No collecting garnishment	

DATA TYPE	DESCRIPTION	TIN
RAPS-DAYS-CTR	Number of days paid for current month to Reserve Soldiers and reported to the Retirement Annuitant Pay System (RAPS). Zero outs to start the next month	
SGLI-FAM-C-EFF-DT	The current effective date of Family Servicemen's Group Life Insurance coverage	A27
SGLI-FAM-DED-CURR	This is not used by the Army, it will always be zero.	
SGLI-FAM-DED-PR	This is not used by the Army, it will always be zero.	
SGLI-FAM-OPT-CUR	The current Family Servicemen's Group Life Insurance election code is the amount of coverage selected for FSGLI.	A27
SGLI-FAM-OPT-PR	Prior FSGLI coverage, FSGLI-CURRENT	A27
SGLI-FAM-MBR-PR-EFF-DT	Prior effective date of Family Servicemen's Group Life Insurance coverage	A27
SGLI-C-EFF-DT	Current effective date the member signed Form VA SGLV 8286 (Sep 2005 version)	A27
SGLI-MBR-DED-CURR	This is not used by the Army, it will always be zero.	
SGLI-MBR-DED-PR	This is not used by the Army, it will always be zero.	
SGLI-MBR-OPT-CUR	The current Servicemen's Group Life Insurance election code is the amount of coverage selected for SGLI.	A27
SGLI-MBR-OPT-PR	Prior SGLI coverage, See SGLI-CURRENT	
SGLI-MBR-PR-EFF-DT	Prior effective date the member signed Form VA SGLV 8286 (Sep 2005 version)	
SSLI-C-EFF-DT	The year and month of the current State Supported Life Insurance Deduction (National Guard only)	A42
SSLI-DED-CUR	The year and month of the current State Supported Life Insurance Deduction (National Guard only)	A42

DATA TYPE	DESCRIPTION	TIN
SSLI-DED-PR	The amount of the prior State Supported Life Insurance Deduction (National Guard only)	
SSLI-PR-EFF-DT	The year and month of the prior State Supported Life Insurance Deduction (National Guard only)	
T5-CFY	Not applicable	
T5-PFY	Not applicable	
WVR-TYPE	The type of waiver, the number of days waived, And the number of days paid for the current, First, and second prior fiscal years. The days paid represents Inactive Duty, Active Duty, and ADT performed by a soldier which applies against The waiver of benefits Codes Used: 0 = No Waiver 1 = Waive Reserve Pay 2 = Waive Retired pay 3 = Waive VA Compensation	A21

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                              TAX DEDUCTION DATA                          PRF5
                              FEDERAL INFORMATION                       PAGE 5A
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************ FITW **************        ************** FICA ************
W4-DATE:                 020805          FICA-WAGE-YTD:              .00
FITW-MAR-STAT:                S          MEDICARE-WAGE-YTD:           00
FITW-EXEMPTIONS:             00          FICA-DED-YTD:               .00
FITW-OPTIONAL:               00          MEDICARE-DED-YTD:           .00
FITW-WAGE-YTD:              .00          IAD-WAGE-YTD:               .00
FITW-DED-YTD:               .00
************ EIC ***************        CZTE-PROCESS-FLAG
IMP-BAHII:                  .00
ACT-BAHII:                  .00
IMP-BAS:                    .00
ACT-BAS:                    .00
ROTC-SUB:                   .00
CZTE:                       .00


                              TAX DEDUCTION DATA                          PRF5
                            STATE INFORMATION (SITW)                    PAGE 5B

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            *** CURRENT ***        *** 1ST PRIOR ***        *** 2ND PRIOR ***
STATE:                   39
EFF-DATE:            020805                   000000                   000000
SITW-MAR-STAT:            S
SITW-EXEMPTIONS:         00                       00                       00
SITW-OPTIONAL:           00                       00                       00
EXEMPT-RSN-CODE:
SITW-WAGE-YTD:          .00                      .00                      .00
SITW-DED-YTD:           .00                      .00                      .00
IAD-WAGE-YTD:           .00                      .00                      .00
ARIZ-%:                                           00                       00
PR-INDICATOR:
PR-DATE:             000000
```

DATA TYPE	DESCRIPTION	TIN
ACT-BAHII	Not used by Army	
ACT-BAS	Not used by Army	
Ariz- %	The state of Arizona collects taxes by percentage, If member claims AZ (04) the percent will be 10, 18, 21, 23, 29, 34	

DATA TYPE	DESCRIPTION	TIN
CZTE	CZTE category is used for year to date cumulative total of combat zone tax exempt wages	
CZTE-PROCESS-FLAG	Y or N	
DED-YTD	This is the soldier's year to date deduction Amount. This is used for FITW current, FICA Current, and SITW (current, first prior and second prior)	D01-2
EFF-DATE-2PR	Effective date relating to the second prior state of residence	
EFF-DATE-1PR	Effective date relating to the first prior state of residence	
EFF-DATE-CURR	Effective date relating to the current state of residence	
FICA-DED-YTD	FICA deductions year to date	D01-2
IAD-WAGE-YTD	Year-to-Date Inactive Duty wages used for tax purposes. This is used for FICA current and SITW(current, first prior and second prior)	D01-2
IMP-BAHII	Not used by Army	
IMP-BAS	Not used by Army	
MEDICARE-DED-YTD	Medicare deductions year to date	D01-2
MEDICARE-WAG-YTD	Medicare wages year to date	D01-2
OPTIONAL	Number of additional tax withholding options Per day of Base Pay, not to exceed 84. Must be 00 if FITW-EXEMPT is greater than zero	A17
ROTC-SUB	Not used by Army	
STATE	The state of residence used for tax purposes. This is used for SITW wages (current, first prior and second prior)	A17
FITW/SITW-EXEMPT	Number of exemptions used on Form W-2	A17

DATA TYPE	DESCRIPTION	TIN
FITW/SITW-MAR-STAT	Martial status claimed on Form W-2	A17
STATE	State code used on Form W-2	
W4-DATE	The date of the current FITW was updated	
WAGE-YTD	The soldier's year to date wages for the applicable State of residence. This is used for the current FITW wages, the current FICA wages and SITW Wages (current, first prior and second prior)	D01-2

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                    B O N U S / D I R   D E P / M O B   D A T A          PRF6
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***********  BONUS  ************          ******  MOBILIZATION HISTORY  *****
BONUS-TYPE:                    3         ACTIVE-DUTY-CODE:
PRIOR-TYPE:                    0         ACT-DTY-STR-DATE:            000000
INSTL-NUMBER:                  2         ACT-DTY-STP-DATE:            000000
AMT-LAST-PD:              600.00         MOBILIZ-TAX-EXEMP:               01
DT-LAST-PD:               040801         MOBILIZ-MAR-STATUS:               S
TOTAL-BONUS-PAID:       2,100.00         *********  DIRECT DEPOSIT  ****
                                         DIRECT-DEP-STAT-CODE:        C
DATE-OF-ENLISTMENT:       020801         DIRECT-DEP-EFF-DT:           050407
REASON-FOR-TERMINATION:        M         DD-WAIVER-EXPT-DT:
M-NBR-PARTICIPATION:          40         CO-CODE:                     130039
TERM-PROC-DATE:           051206         ACCT-NO:          4006312417
GROSS-AMT-RECOUP:         433.33         ACCT-TYPE                         S
                                         PAYMENT-OPTION:                   C
                                         RTN:                    04200039-8
```

DATA TYPE	DESCRIPTION	TIN
ACCT-NO	Soldier's current account number at selected Financial organization	A18
ACCT-TYPE	Type of account used for EFT. C = Checking account S = Savings account	A18
ACT-DTY-STP-DATE	Ending date of soldier's Active Duty training in YYMMDD format (this holds AGR status dates)	A24 C01
ACT-DTY-STR-DATE	Starting date of soldier's Active Duty training in YYMMDD format (this holds AGR status dates)	A24 C01
ACCT-NO	Soldiers bank account number	A18
ACTIVE-DUTY-CODE	Active Duty status paid by DJMS-AC K= AGR status S = Mobilized status Y = IADT status	
AMT-LAST-PD	Amount of last bonus payment	B03

DATA TYPE	DESCRIPTION	TIN
BONUS-TYPE	Current and Previous bonus types 0 = None 1 = Enlistment Bonus (MOS Qualified) 2 = Enlistment Bonus (UIC Qualified) 4 = 6 year Reenlistment-Less that 6 yrs Service 5 = Prior Service Enlistment Bonus-Less Than 10 years service enlists for 3, 4, or 5 years 6 = 6 year Reenlistment- over 6 yrs and Less than 10 years service 7 = Affiliation Bonus- 18 months or less 8 = Affiliation Bonus- more than 18 months	B03
CO-CODE	Financial organization company code	A18
DATE-OF-ENLISTMENT AND DATE-OF-ENLISTMENT/REENLISTMENT	Effective date of current enlistment which Qualified soldier for bonus	B03
DD-WAIVER-EXPT-DT	Expiration date, in YYMMDD format, of Waiver of mandatory direct deposit.	A80
DIRECT-DEP-STAT-CODE	Condition when direct deposit is elected C = Funds are sent to a financial organization Currently and while mobilized M = Funds are sent to financial organization Only when mobilized	A18
DT-LAST-PD	Date of last bonus payment	
GROSS-AMT-RECOUP	Gross money amount generated for collection due To bonus overpayment	
INSTL-NUMBER	Installment number of most recent bonus payment Codes used: 1 = Initial 2 = 1st Anniversary 3 = 2nd Anniversary 9 = Bonus termination with recoupment/ Balance due soldier	B03

DATA TYPE	DESCRIPTION	TIN
M-NBR-PARTICIPATION	When the bonus is terminated, this is the Number of months the soldier participated Satisfactorily in the bonus program. It Is used to determine the balance of the bonus Account (bonus recoupment). 00 is used For bonus termination without recoupment	B03
MOBLIZ-MAR-STATUS	Martial status for tax purposes, if mobilized Codes used: M = Married S = Single	A17
PAYMENT-OPTION	Payment option used for Direct Deposit Codes used: C = Payment started or changed Blank = Payment stopped	
PRIOR-TYPE	Prior bonus type. Multiple bonus masters are on file	B03
REASON-FOR-TERMINATION	Reason for termination of bonus 0 = Bonus not terminated E = Unsatisfactory Participation F = Transfer to another Reserve Component G = Transfer to Active Enlisted Force H = Transfer to Officer Corps I = Unauthorized change to MOS J = Transfer to Non-incentive Qualified Unit Within Locale K = Accepted Civilian Position where Reserve Membership is a condition of Employment L = Assigned to AD or ADT in excess of 90 days In support of the Reserve program M = Other	B03
RTN	Financial routing number	
TERM-PROC-DATE	Bonus termination processing date	B03
TOTAL-BONUS-PAID	Total of the present bonus paid to date	B03

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                        L E A V E   P A Y   H I S T O R Y              PRF7
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                                                          DAYS     LEAVE     LEAVE
               UTA-AUTH  UTA-QTRS-PD  AFTP-QTRS-PD       PAID     TAKEN     ACCRD
CURRENT-FY:      00      00 00 00 00  00 00 00 00        065        .0        .0
1ST-PRIOR-FY:    00      00 00 00 00  00 00 00 00        360        .0        .0
2ND-PRIOR-FY:    00      00 00 00 00  00 00 00 00        302        .0        .0

****** FISCAL-YEAR *********                            ****** LEAVE STATUS *****
                      FDHA-DAYS                        LEAVE-FI-IND:           X
CURRENT-YEAR:           000                            LEAVE-CUM-DAYS-PAID: 10.5
1ST-PRIOR-YEAR:         000
2ND-PRIOR-YEAR:         000

CSP-DAYS:  0000
```

DATA TYPE	DESCRIPTION	TIN
1ST-PRIOR-FY	Drills First Prior Fiscal Year	
1ST-PRIOR-YEAR	First Prior Year	
2nd-PRIOR-FY	Drills Second Prior Fiscal Year	
2nd-PRIOR YEAR	Second Prior Year	
ADT-YEAR	The number of active duty training days. Currently not in use	
AFTP-QTRS-PD	Counter for AFTP's paid in each quarter of the Current and second prior fiscal years (not used by Army, always zeros)	B10
CSP-DAYS	Cumulative Sea Duty Days member has	A06C
CURRENT-FY	Drills Current Fiscal Year	020
CURRENT-YEAR	Current Year	

DATA TYPE	DESCRIPTION	TIN
DAYS-PAID	Counter for total number of duty days, IDT and ADT, Paid for the current, first and second prior fiscal Years	
LEAVE-ACCRD	Number of leave days accrued in the current, first And second prior fiscal years	D17
LEAVE-CUM-DAYS-PD	Number of leave days paid	A06-L, S01, D17
LEAVE-FI-IND	Records leave history Blank = Leave information is needed, All requests for payment of accrued Leave will reject X = All prior leave payments have been reported	A06
LEAVE-TAKEN	Counter of accrued leave days taken in the current, First and second prior fiscal years	S01
UTA-AUTH	UTA's authorized for the current, first and second Prior fiscal years (not used by Army, always zero)	
UTA-QTRS-PD	Number of UTA's paid in each quarter of the current, First and second prior fiscal years. (not used by Army, always zero)	

ATTENDANCE CALENDAR (JANUARY - JUNE)

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MON YR	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	SGLI	SSLI
JAN 06																0	0
FEB 06																0	0
MAR 06																0	0
APR 06																0	0
MAY 06																0	0
JUN 05	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	1	0

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	UTAS
JAN 06																	00
FEB 06																99	00
MAR 06																	00
APR 06																99	00
MAY 06																	00
JUN 05	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	99	00

ATTENDANCE CALENDAR (JULY - DECEMBER)

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MON YR	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	SGLI	SSLI
JUL 05	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	1	0
AUG 05	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	1	0
SEP 05	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	1	0
OCT 05	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	1	0
NOV 05	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	1	0
DEC 05	50	50	50	50	50											0	0

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	UTAS
JUL 05	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	60	00
AUG 05	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	60	00
SEP 05	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	99	00
OCT 05	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	60	00
NOV 05	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	99	00
DEC 05																	00

DATA TYPE	DESCRIPTION	TIN

SGLI Servicemen's Group Life Insurance (SGLI) deduction Indicator. This indicator is used for data from January To December.

0 = No deduction collected
1 = Deduction was collected
2 = SGLI and FSGLI collected

SSLI State Supported Life Insurance (SSLI) deduction Indicator. This indicator is used for data from January To December.

0 = No deduction collected
1 = Deduction was collected

UTAS Total Unit Training Asseblies (UTA's) for the month.

CALENDAR This indicator is used for data from January to December.
Note: The duty types within the calendar are listed below. One character code can appear as morning and/or afternoon periods.

Inactive Duty Paid in periods

2 = Unit Training Assembly (UTA)

3 = Additional Flight Training (AFTP)

A = Additional Training Assembly (ATA) Or UTA in addition to a normally Scheduled drill

B = UTA for jump proficiency (ARNG only)

C = Additional Airborne Unit Training Assembly (AAUTA) or Junior Leadership/Civil Disturbance Training

D = Additional Assembly for Nuclear Training (AANT) or ATA for Nuclear Weapons/Readiness proficiency

E = Readiness Management Assembly (RMA) Training (ARNG only)

F = ATA Individual use/other (ARNG only)

G = Mobile Conduct of Fire Trainers (MCOFT) (ARNG ONLY)

H = RMA or RMA-Management Support

K = Equivalent Training

Active Duty Paid in periods

10 = Incapacitation Pay

50 = Active duty paid for the day A24

60 = The 31st of a 31 day month and the Member is on an active duty tour Which crosses the end of the month. The 60 posts to the calendar to allow Payment of 31 day entitlements such As BAS.

70 = STIPEND for ROTC or HPSP

99 = Any non-existent day for pay purpose (i.e 31 June)

Blank = No performance reported

INDEPENDENT REMARKS

Independent remarks are used for an audit trail to a member's processed transactions file or Leave and Earning Statement (LES).

A TIN D18 is submitted for an independent remark to the soldiers processed transactions file. Central Site Reserve/National Guard and Field sites submit a D18 for non paying/collecting transactions. and D19 for paying/collecting transactions.

A **TIN D19** is submitted by Central Site and Field sites for an independent remark to the soldiers processed transactions file and to the soldier's LES. When a D19 processes it will generate an LES. The D19 will explain the entitlement or collection action.

(remainder of page reserved for future use)

Chapter 3

PAY DELIVERY DJMS-RC

I. DDS/EFT UNDER DJMS-RC

A. BACKGROUND

The idea of disbursing payments from central site either by electronic fund transfer or by a check to a mailing address was introduced in 1990.

As a result of the Department of Defense (DoD) efforts to move as many payments as possible to Electronic Funds Transfer (EFT), DJMS-RC will identify and electronically transmit payments directly to the member’s bank account. A Direct Deposit System (DDS) is used to forward funds by EFT and preferred instead of hard copy checks being forwarded by the Defense Finance and Accounting Service (DFAS).

DOD has also instituted MyPay for its Military and Civilian workers to access their Leave and Earning Statements online. The MyPay technology has also allowed soldiers to make changes to several items on their account.

The Army, Reserve and National Guard has directed mandatory DDS (Direct Deposit System) and EFT (Electronic Funds Transfer) for its members. All enlisted and newly commissioned officers should use the DDS system. To establish their account as DDS/EFT the member must have a currently active account at a Financial Institution (FI) and submit an SF1199-A form to their servicing finance office. The form has 3 sections; one is filled out by the member, one by the FI, and the last by the servicing finance office. Presently, the servicing finance office establishes all DDS; rarely will Central Site start DDS for a member. Central Site will, however, make changes to the account if deemed necessary or the field cannot do them.

On the Reserve/National Guard system, payments can be/are made 8 or 9 times per month. The following Coded system runs will generate payments to the soldiers account, Code 1, Code 2 (Mid-Month) and Code 3 (End-of-Month). In between these paying updates are daily’s system runs which will post to the processed transactions, but will not produce a payment or LES. If transactions post on a daily the information will update on a coded run.

Every coded run, the DFAS-IN systems performs pay computations of all information posted to the processed transactions. These computations produce leave and earning statements (LES) and prepare a Bulk Data Transfer (BDT) by tape to the Federal Reserve Bank (FRB). The FRB will electronically

transmit payroll data to the various regional FRB's through the Automated Clearing House (ACH). It is then transmitted to each FI where a DDS account has been established for a member.

DIRECT DEPOSIT FORM 1199A

Standard Form 1199A (EG)
(Rev. June 1987)
Prescribed by Treasury Department
Treasury Dept. Cir. 1076

OMB No. 1510-0007

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 *(TO BE COMPLETED BY PAYEE)*

A NAME OF PAYEE *(last, first, middle initial)*

ADDRESS *(street, route, P.O. Box, APO/FPO)*

CITY STATE ZIP CODE

TELEPHONE NUMBER
AREA CODE

B NAME OF PERSON(S) ENTITLED TO PAYMENT

C CLAIM OR PAYROLL ID NUMBER
Prefix Suffix

D TYPE OF DEPOSITOR ACCOUNT ☐ CHECKING ☐ SAVINGS

E DEPOSITOR ACCOUNT NUMBER

F TYPE OF PAYMENT *(Check only one)*

- ☐ Social Security
- ☐ Supplemental Security Income
- ☐ Railroad Retirement
- ☐ Civil Service Retirement (OPM)
- ☐ VA Compensation or Pension
- ☐ Fed. Salary/Mil. Civilian Pay
- ☐ Mil. Active
- ☐ Mil. Retire.
- ☐ Mil. Survivor
- ☐ Other _____ *(specify)*

G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY *(if applicable)*

TYPE	AMOUNT

PAYEE/JOINT PAYEE CERTIFICATION

I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.

SIGNATURE	DATE
SIGNATURE	DATE

JOINT ACCOUNT HOLDERS' CERTIFICATION *(optional)*

I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.

SIGNATURE	DATE
SIGNATURE	DATE

SECTION 2 *(TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)*

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS

SECTION 3 *(TO BE COMPLETED BY FINANCIAL INSTITUTION)*

NAME AND ADDRESS OF FINANCIAL INSTITUTION

ROUTING NUMBER CHECK DIGIT

DEPOSITOR ACCOUNT TITLE

FINANCIAL INSTITUTION CERTIFICATION

I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.

PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE

Financial institutions should refer to the GREEN BOOK for further instructions.
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

Reset

NSN 7540-01-058-0224 **GOVERNMENT AGENCY COPY** 1199-207

Designed using Perform Pro, WHS/DIOR, Mar 97

(end of chapter)

Chapter 4

ACCESSION

An MMPA is created for all members assigned or attached to a Troop Program Unit (TPU) and Individual Ready Reservists (IRRs) performing Annual Training/Active Duty for Training/Active Duty Special Work (AT/ADT/ADSW).

(1) MEPS and ARPERCEN TPU ACCESSIONS. Members enlisting through the Military Entrance Processing Stations (MEPS) have their accession data submitted to the Reserve Component Pay Support Office (RCPSO) by the MEPS. National Guard member information is sent for entry into the Standard Installation Division Personnel System (SIDPERS) and SIDPERS will interface with the United States Property Fiscal Office (USPFO) for each individual State. Members being accessed from a control group have their accession data submitted by ARPERCEN directly to DJMS-RC. The unit is responsible for submitting any additional documentation to the member’s assigned RCPSO/USPFO for processing input to DJMS-RC.

(2) Individual Ready Reserve (IRR). IRR members performing AT/ADT/ADSW have their accession data submitted to ARPERCEN by means of the ARPERCEN Orders and Resource System (AORS) interface. **In the event an MMPA has not been created when the member reports for duty, the account will be established by the Active Duty Finance Office using members PAS in member information block.**

THE COMPLETE ACCESSION

To complete the accession for a member, the accession mailing address transaction is required. The mailing address is used to mail the member’s check (if required), the LES (if required), and the W-2 form at the end of the year. Members are encouraged to use direct deposit of all monies earned and My Pay to access their individual leave and earning statements (LES).

PROCESSING THE ACCESSION

A full accession uses five transactions. Submit AA1 (create MMPA), TIN A06 (Additional Accession Data), TIN A07, TIN A08 (Mailing Address), and TIN A81 (Expiration Term of Service). **TIN A81 is only used for enlisted members.** For prior service accessions, EFT payment option is mandatory. If SF 1199A is not present in the accession package, submit TIN A80 to establish the EFT/DD waiver date, if waiver documentation is included.

To establish PAY OPTION, submit TIN A18 to establish DD/EFT payment option.

NON-PRIOR SERVICE DRILL LIMITS

Non-Prior Service members have established limits that differ from Prior Service members.

NON-PRIOR SERVICE DRILL LIMITATIONS - USAR AND ARNG

UTAS - TYPE 11 - MEMBERS ARE AUTHORIZED 12, 24, OR 36 AS ENTERED IN TIN A06 UTA-AUTH-CFY PRIOR TO ENTRY ON IADT

ET - TYPE 21 - MEMBERS ARE AUTHORIZED 4 PER FISCAL YEAR (THESE DRILLS COUNT TOWARD THE TOTAL TYPE 11 PERFORMED)

ALL OTHER DRILL TYPES ARE NOT AUTHORIZED PRIOR TO COMPLETION OF Individual Advanced Duty Training (IADT)

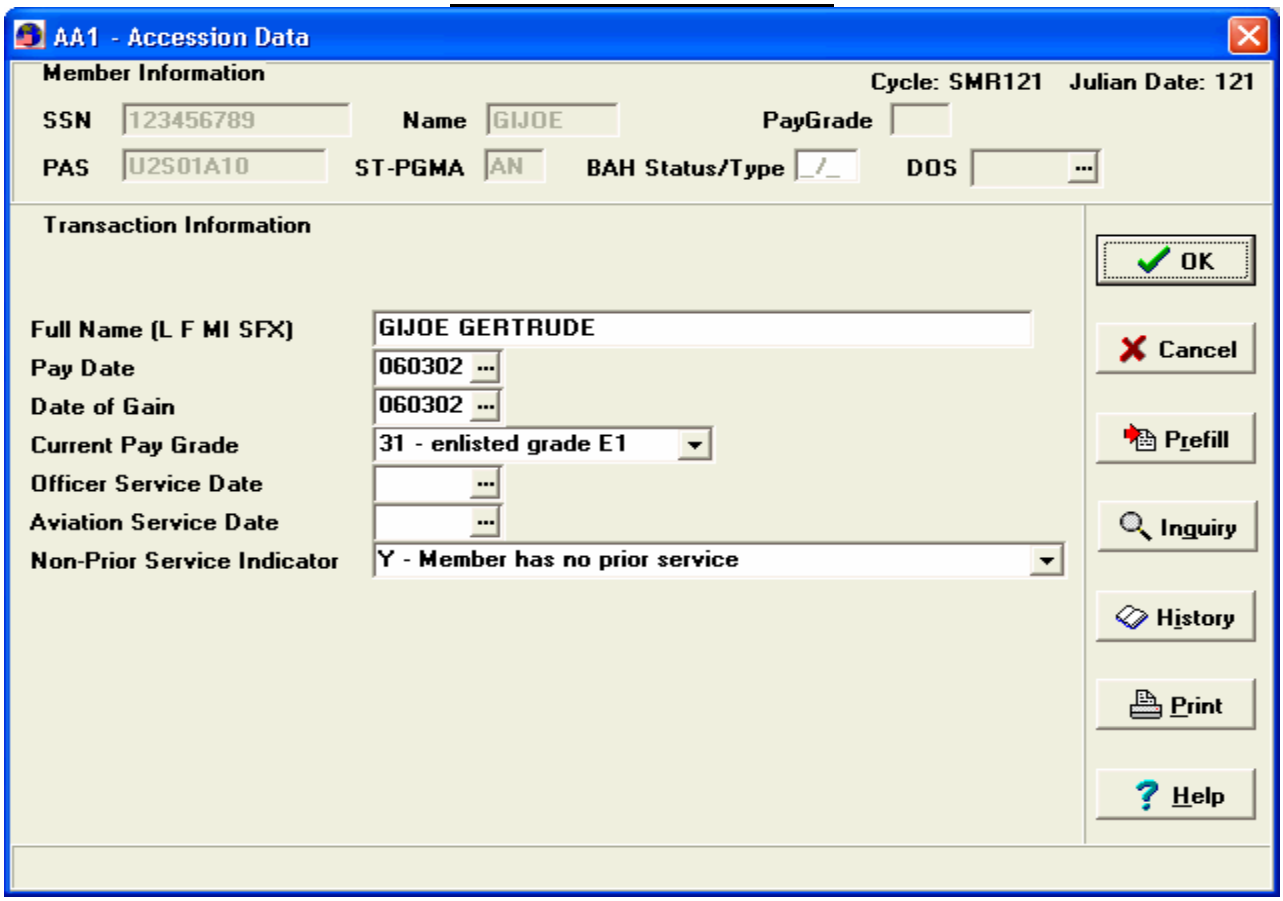
PROGRAM ELEMENT CODE (PEC)

FOR USAR - PAPD00

FOR ARNG - PANG00

If other than PAPD00 or PANG00, 2nd LES will be sent to soldier's current unit of assignment

SAMPLE AA1 ACCESSION



HELP SCREEN FOR AA1

AA1 ACCESSION DATA

FULL NAME
Enter the full name: Last, First, Middle Initial, Suffix (Sr, Jr, I, II, III) (DO NOT USE SPECIAL PUNCTUATION).

PAY DATE (PAY ENTRY BASE DATE)
Enter the Pay Entry Base Date in YYMMDD format.

DATE OF GAIN
Air Force & Army: Enter the Reserve Component Enlistment/Assignment date. Cannot be a future date.

Navy: For Selected Reserve (SELRES) members, enter the date they were gained at their present Naval Reserve Component in YYMMDD format.

For Health Professional Incentive Program (HPIP) members, enter the date the member is commissioned or the date they enlisted **into the program in YYMMDD format.**
For Reserve Officers Training Corps (ROTC) members, enter the date the member reported in YYMMDD format.

HELP SCREEN FOR AA1 CONTINUED

CURRENT PAY GRADE
Enter the appropriate code:

Officer	Warrant	Enlisted
01 = O1	21 = W1	31 = E1
02 = O2	22 = W2	32 = E2
03 = O3	23 = W3	33 = E3
04 = O4	24 = W4	34 = E4
05 = O5	25 = W5	35 = E5
06 = O6		36 = E6
07 = O7		37 = E7
08 = O8		38 = E8
09 = O9		39 = E9
10 = O10		

88 = College First Enlistment
99 = ROTC/Cadet/Midshipman

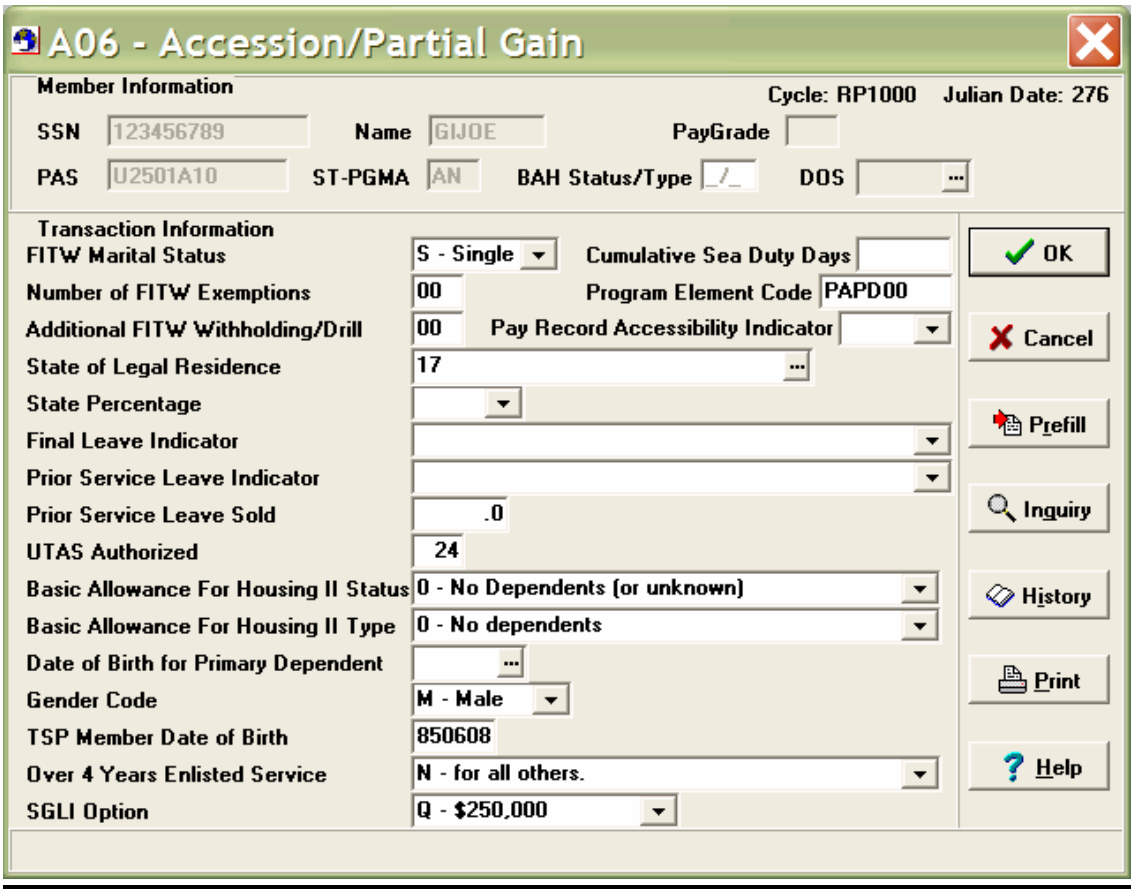
OFFICER SERVICE DATE
Enter the officer service date in YYMMDD format or leave blank. For ROTC and HPIP members, leave blank.

AVIATION SERVICE DATE
Enter the aviation service date in YYMMDD format or leave blank. For ROTC and HPIP members, leave blank.

NON PRIOR SERVICE INDICATOR
Army & Air Force: Enter the appropriate code:
Y = Member non-prior service awaiting basic training - no drills before basic training.
6 = Member non-prior service awaiting basic training - authorized basic training.
Space = member has prior service

Navy: Leave **blank for SELRES, ROTC, and HPIP members.**

SAMPLE A06



HELP SCREEN FOR A06

A06 ACCESSION/PARTIAL GAIN

FITW MARITAL STATUS ELECTION
Enter the appropriate code:
M = Married
S = Single
If unknown, enter S = Single.

NUMBER OF FITW EXEMPTIONS
Enter the appropriate code: 00-80
NOTE: Use "80" if member claims exempt status. Enter "01" in the absence of a TD Form W-4. Due to current system problems “80” will not stop a deduction, the work around is to use “79”.

ADDITIONAL FITW WITHHOLDING PER DRILL
Enter the appropriate code:
00-84 to identify additional withholdings. This is a whole dollar amount. Example: 01 = $1.00/day.

HELP SCREEN FOR A06 - CONTINUED

STATE OF LEGAL RESIDENCE
Select the appropriate two-digit state or residence code for state taxing purposes.

STATE PERCENTAGE
Enter the appropriate tax percentage code - 10, 18, 21, 23, 29, 34 -if the state of legal residence is Arizona (04).

Enter 10 if member desires are unknown.
If the State of Legal Residence is not Arizona (04), leave this field blank.

FINAL LEAVE INDICATOR
Air Force: Enter the appropriate code:
X = if all prior service accrued leave days paid since 760210 are being reported or
X = if the member is non-prior service.
Blank = If all leave paid has not been reported.
Army: **Enter the appropriate code:**
X = all leave paid from prior service reported
Blank = If all leave paid has not been reported.
Navy: For ROTC, leave blank. For HPIP and SELRES, enter ‘X’.

CONTINGENCY LEAVE INDICATOR
Enter an "X" if the leave earned in a designated contingency area that is excluded from the 60 days maximum for Prior Service Leave Sold.
Blank = All other Leave.

PRIOR SERVICE LEAVE SOLD
Air Force: The total number of prior service accrued leave days, must not exceed 60.0 days. Last position must equal 0 or 5. Zero-fill if unknown.
Must equal 00.0 if Final Leave Indicator is equal to a space. Must equal 00.0 if Final Leave indicator is equal to "X" and the member is non-prior service. (30 ½ days is entered as 30.5.)

Army: The total number of days accrued leave sold from prior service, must not exceed 60 days. The third positions are for half-days and must equal 0 or 5. (30 ½ days is entered as 30.5.)

Navy: **Lump Sum Leave Paid. Field input at the initial gain. Half-days are entered in last column. Cannot be greater than 60.0 days and the last position must equal 0 or 5.**

Example: 60 Career days sold would be recorded as 60.0; 32 ½ days would be recorded as 32.5.

HELP SCREEN FOR A06 - CONTINUED

UNIT TRAINING ASSEMBLIES (UTAs) AUTHORIZED
Must be blank when Site ID = S7, S9, or Z1.
Must be zeroes when PAS Code = Z6DEPC10 (College First program).
Must be blank if the PAS code = 963IFCCH, 963IFCCQ or 963IFSTR.

Air Force: Enter zeroes when member is authorized normal number of UTAs (48).

Army: Enter zeroes, if member is authorized the normal number of UTAs. Must be blank if the Site ID = S6.

Navy: Enter '48' if SELRES or STAHP. Enter '00' if HPSP, FAP or NCP.
Must be blank if the Site ID = S6 (ROTC).
Otherwise, must equal 00-52.

BASIC ALLOWANCE FOR HOUSING (BAH) II STATUS
Enter the appropriate code:

0 = if member is single.
1 = if member with dependents not assigned government quarters.
2 = if member with dependents assigned government quarters.
If unknown, enter 0.

BASIC ALLOWANCE FOR HOUSING (BAH) II TYPE
Enter the appropriate code:
0 = No dependents
A = Spouse
C = Child under age 21
D = Parents
I = Member married to member, own right
T = Handicapped Child
W = Member married to member, dependent child
S = Student 21-23 years old attending college
If unknown, enter zero.

DATE OF BIRTH FOR PRIMARY DEPENDENT
For ROTC, leave blank.

If BAH II Type is C, S or W, enter the youngest child's date of birth in YYMMDD format.
If the BAH II Type is 0, A, I, D, or T, leave blank.

GENDER CODE
Enter the appropriate code:
F = Female
M = Male

HELP SCREEN FOR A06 - CONTINUED

MEMBER DATE OF BIRTH
Enter the member's date of birth in YYMMDD format.

OVER 4 YEARS ENLISTED SERVICE
Enter the appropriate code:
Y = for officers, grade 01- 03, with over four years of active enlisted and or warrant service.
N = for all others.

SGLI OPTION
Enter the appropriate code for the appropriate SGLI coverage.
Use 0 for no SGLI coverage.
Use 0 if Selective Reserve (SELRES) member is assigned to a Voluntary Training Unit (VTU).

On September 1, 2005, a new maximum coverage of $400,000 was implemented. Coverage amounts were changed to increments of $50,000. The rate of $0.65 per $10,000 of coverage is unchanged. Coverage for the maximum $400,000 is $26.00 per month. Effective July 1, 2006 the rate will change to $0.73 per $10,000, changing the monthly rate to $29.20.

If the Effective Month is September 2005 (0509) or greater, than the Option Code must be one of the below:

0 = No SGLI coverage	Q = $250,000
5 = $50,000	R = $300,000
A = $100,000	S = $350,000
F = $150,000	T = $400,000
K = $200,000	

If Effective Month is earlier than 0509, the Option Code must be one of the below:

0 = No SGLI coverage	D = $130,000
1 = $10,000	E = $140,000
2 = $20,000	F = $150,000
3 = $30,000	G = $160,000
4 = $40,000	H = $170,000
5 = $50,000	I = $180,000
6 = $60,000	J = $190,000
7 = $70,000	K = $200,000
8 = $80,000	L = $210,000
9 = $90,000	M = $220,000
A = $100,000	N = $230,000
B = $110,000	P = $240,000
C = $120,000	Q = $250,000

HELP SCREEN FOR A06 - CONTINUED

CUMULATIVE SEA DUTY DAYS
Enter the Number of Cumulative Sea Duty Days member has earned. Must be 0000-9999. Leave blank (spaces) for Health Professions and ROTC.

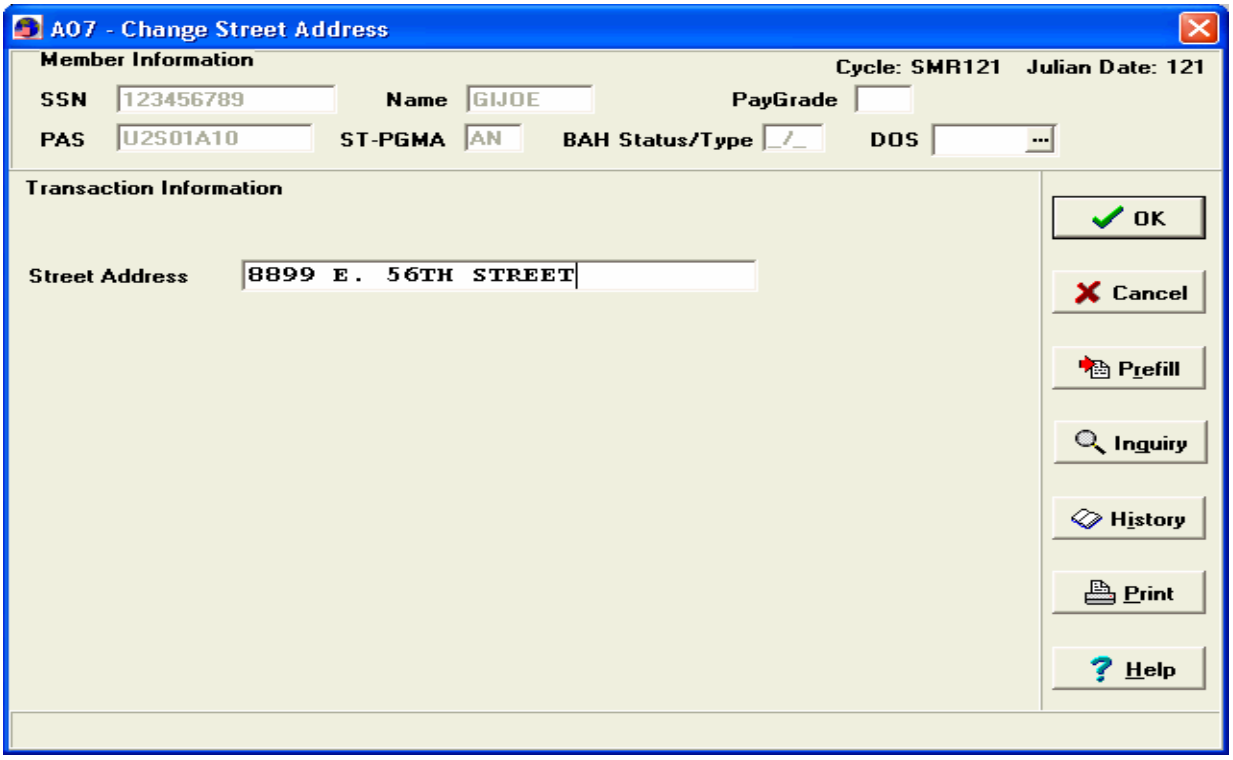
PROGRAM ELEMENT CODE (PEC)
Air Force: Enter the program element from the orders. The first five positions must be numeric and the sixth position must equal "F".

Army: Enter the appropriate code:
United States Army Reserve (USAR) = PAPD00
Army National Guard (ARNG) = PANG00

Navy: Enter PAPD00

PAY RECORD ACCESSIBILITY (PRA) INDICATOR
Enter Y (Yes) if you are a member of the Reserve Component and you have access to update or change Master Military Pay Accounts (MMPA), or if you have a family member who is a member of the Reserve Component.

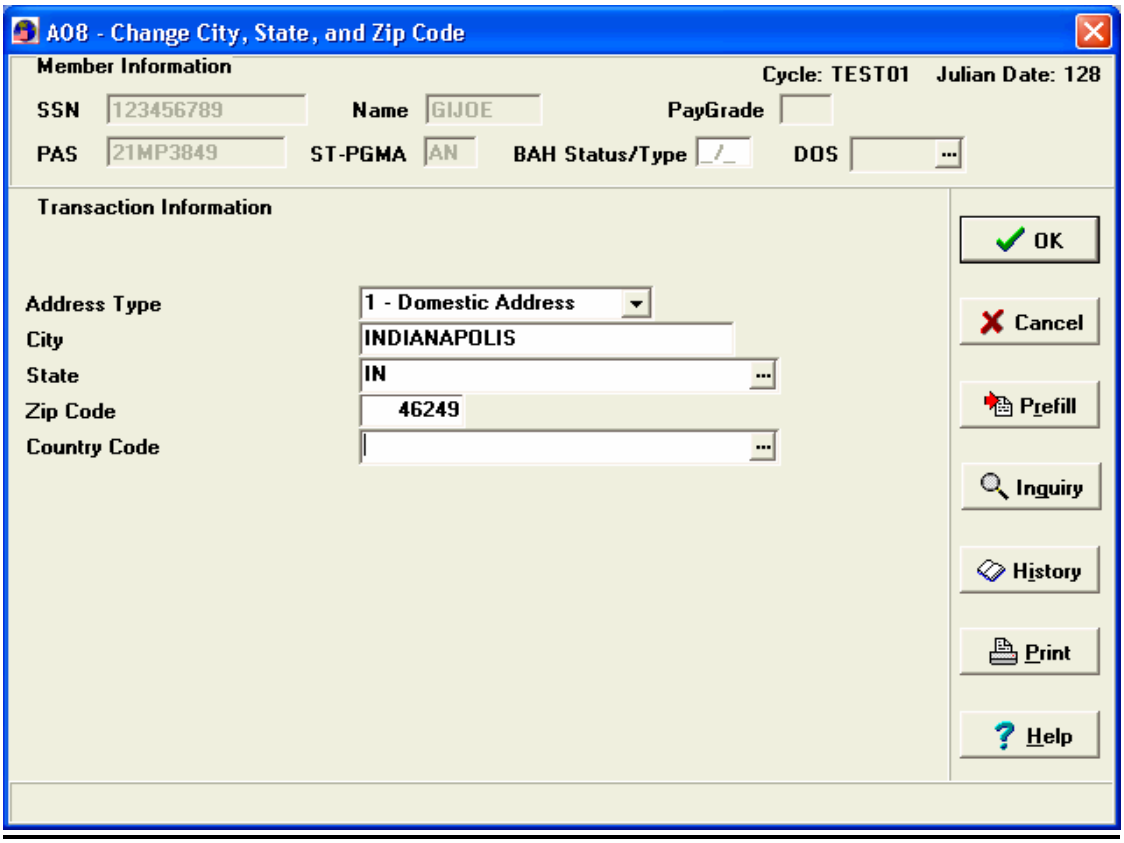
Sample A07 for Address



A07 CHANGE STREET ADDRESS

Enter the street number and name, Post Office Box, or Route numbers. Abbreviate address as necessary to fit this field and ensure postal delivery. You must use the member's personal mailing address. Hold the first line of street address for members with one line of street address. For members with two lines of street address the second line will be held here. The first line will be held in the A10 transaction.

A08 – Change City, State, and Zip Code



Help Screen for A08 Address

A08 CHANGE CITY, STATE AND ZIP CODE

ADDRESS TYPE

Enter the appropriate code:
1 = Domestic address
2 = Foreign address
3 = APO address
4 = FPO address

NOTE: For Address Type 2, an A10 TIN must be input to identify the full name of the country.

CITY

Enter the city name.

NOTE: For Address Type 3, enter APO.
For Address Type 4, enter FPO.

STATE

Enter one of the following two-position codes if the Address type is 3 or 4:

AA - Central and South Americas (AA)
AE - Europe, Middle East, Africa and Canada
AP - Pacific and Alaska (AP)

Enter spaces if the Address Type is 2.

Enter one of the following two-position alpha state codes if the Address Type is 1:

AK - Alaska (02)
AL - Alabama (01)
AR - Arkansas (05)
AS - America Samoa (AS)
AZ - Arizona (04)
CA - California (06)
CO - Colorado (08)
CT - Connecticut (09)
CZ - Panama Canal Zone (CZ)
DC - District of Columbia (11)
DE - Delaware (10)
FL - Florida (12)
GA - Georgia (13)
GU - Guam (GU)
HI - Hawaii (15)
IA - Iowa (19)
ID - Idaho (16)
IL - Illinois (17)
IN - Indiana (18)
KS - Kansas (20)
KY - Kentucky (21)
LA - Louisiana (22)

Help Screen for A08 Address – CONTINUED

MA - Massachusetts (25)
MD - Maryland (24)
ME - Maine (23)
MI - Michigan (26)
MN - Minnesota (27)
MO - Missouri (29)
MP - Saipan (CM)
MS – Mississippi (28)
MT - Montana (30)
NC - North Carolina (37)
ND - North Dakota (38)
NE - Nebraska (31)
NH - New Hampshire (33)
NJ - New Jersey (34)
NM - New Mexico (35)
NV - Nevada (32)
NY - New York (36)
OH - Ohio (39)
OK - Oklahoma (40)
OR - Oregon (41)
PA - Pennsylvania (42)
PR - Puerto Rico (PR)
RI - Rhode Island (44)
SC - South Carolina (45)
SD - South Dakota (46)
TN - Tennessee (47)
TX - Texas (48)
UT - Utah (49)
VA - Virginia (51)
VI - Virgin Islands (VI)
VT - Vermont (50)
WA - Washington (53)
WI - Wisconsin (55)
WV - West Virginia (54)
WY - Wyoming (56)

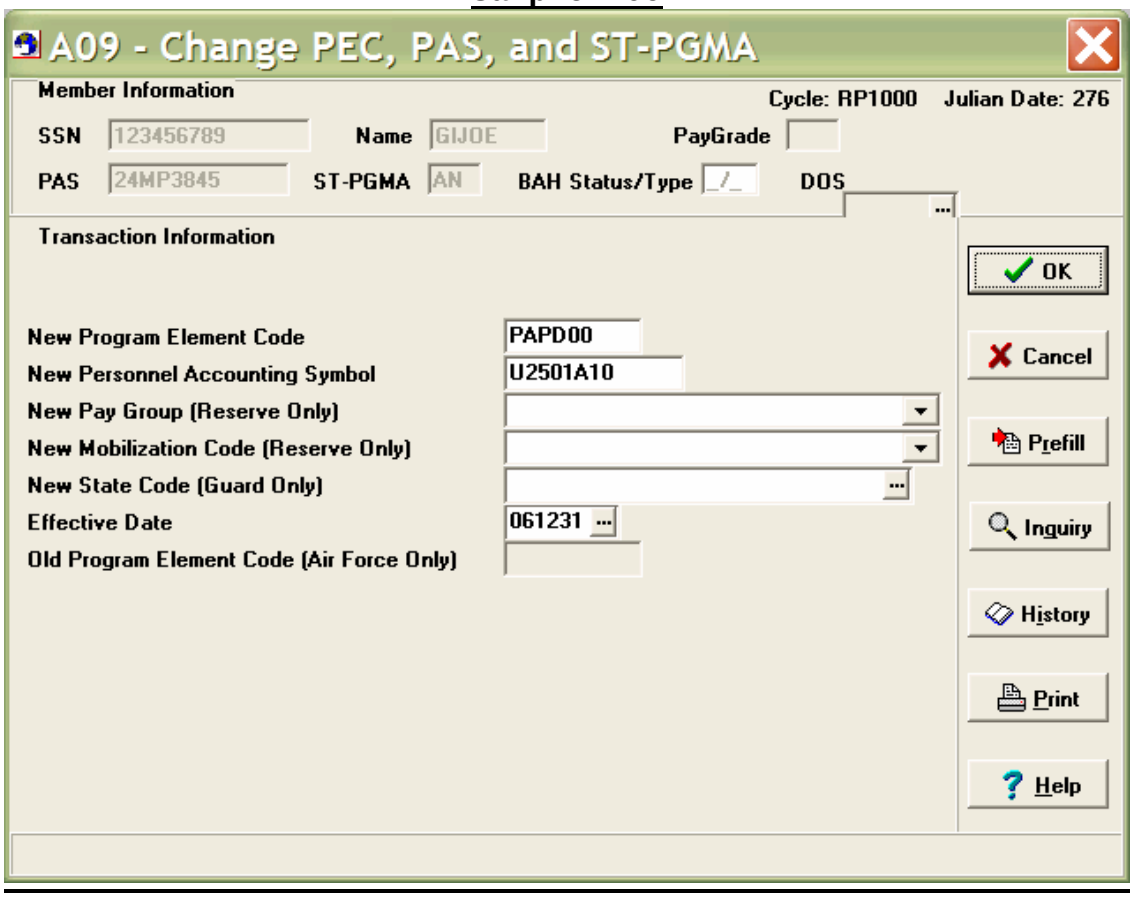
ZIP CODE

Enter the five-digit zip code. NOTE: If the Address Type is 2, leave this field blank. If the Address Type is 3 or 4, positions 1 and 2 of the Zip Code must be 09, 34, 96, or 9

COUNTRY CODE

Leave blank if the Address Type is 1. Enter the Country Code if the Address Type is 2, 3, or 4.

Sample A09



A09 HELP SCREEN

A09 CHANGE PROGRAM ELEMENT CODE (PEC),
PERSONNEL ACCOUNTING SYMBOL (PAS) and
STATE PAY GROUP MOBILIZATION AUGMENTEE CODE (ST-PGMA)

For Reserve members, enter data in the New Pay Group and New Mobilization Code fields to update the ST-PGMA data element on the DJMS MMPA.

For Guard members, enter data in the New State Code field to update the ST-PGMA data element on the DJMS MMPA.

NEW PROGRAM ELEMENT CODE

You may leave this field blank for Army and Navy members or enter the new Program Element Code. This field is required for Air Force members and the first five positions must be alphanumeric and the last position must be "F".

A09 HELP SCREEN - CONTINUED

NEW PERSONNEL ACCOUNTING SYMBOL

You may leave this field blank or enter the new Personnel Accounting Symbol.

For Air Force and Army members this will be comprised of the two-position Site ID and the six-position Unit Identification Code of the member's assigned unit.

For Navy members, use one of the following:

S40 plus the RUIC = Selected Reserve (SELRES) members
960 plus the RUIC = Individual Ready Reserve (IRR) members assigned to Volunteer Training Units (VTU)
96M plus RUIC = Merchant Marine
97068327 = Individual Ready Reserve (IRR) members who received a bonus and are subject to muster
S8FAP110 = Financial Assistance Program
S8HPSP10 = Health Professionals Scholarship Program (HPSP)
S8NCP110 = Nurse Candidate Program (NCP)
S8STRA40 = Special Training Assistance for Health Professionals (STAHP)

NEW PAY GROUP (RESERVE ONLY)

Leave this field blank for Guard members or if you are not updating the ST-PGMA for Reserve members. This field and the New Mobilization Code fields are used to update the ST-PGMA data element on the DJMS MMPA, therefore both fields must be blank or both fields must contain data. If you are updating the ST-PGMA, select the new Pay Group code from the drop down list that is displayed according to branch of service:

Air Force:

A = 48 periods of IDT and 15 days Annual Active Duty Training
B = 24 periods of IDT and 15 days Annual Active Duty Training
D = 15 days Annual Active Duty Training
F = Initial Active Duty Training

Army:

A = 48 periods of IDT and 15 days Annual Active Duty Training
B = 24 periods of IDT and 15 days Annual Active Duty Training

Navy:

A = All except HPIP
H = HPIP

NEW MOBILIZATION CODE (RESERVE ONLY)

Leave this field blank for Guard members or if you are not updating the ST-PGMA for Reserve members. This field and the New Pay Group fields are used to update the ST-PGMA data element on the DJMS MMPA, therefore both fields must be blank or both fields must contain data. If you are updating the ST-PGMA, select the new Mobilization Code from the drop down list that is displayed according to branch of service:

A09 HELP SCREEN - CONTINUED

Air Force:
A = Individuals in Units (Trained in Units)
B = Individual Mobilization Augmentees IMAs (Trained Individuals Non-unit IMAs)
C = Active Status List (Standby Reserve)
F = Personnel Currently on IADT
H = Untrained Members of the IRR
N = Non-Mobilization Augmentee
R = Individual Active Guard Reserve
X = Personnel in Other Training Programs

Army:
N = All except HPIP

Navy:
N = All except HPIP
P = HPIP

NEW STATE CODE (GUARD ONLY)

Leave this field blank for Reserve members or if you are not updating the ST-PGMA for a Guard member. If you are updating the ST-PGMA, enter the two-position State Code or select a code from the window displayed via the ellipsis button.

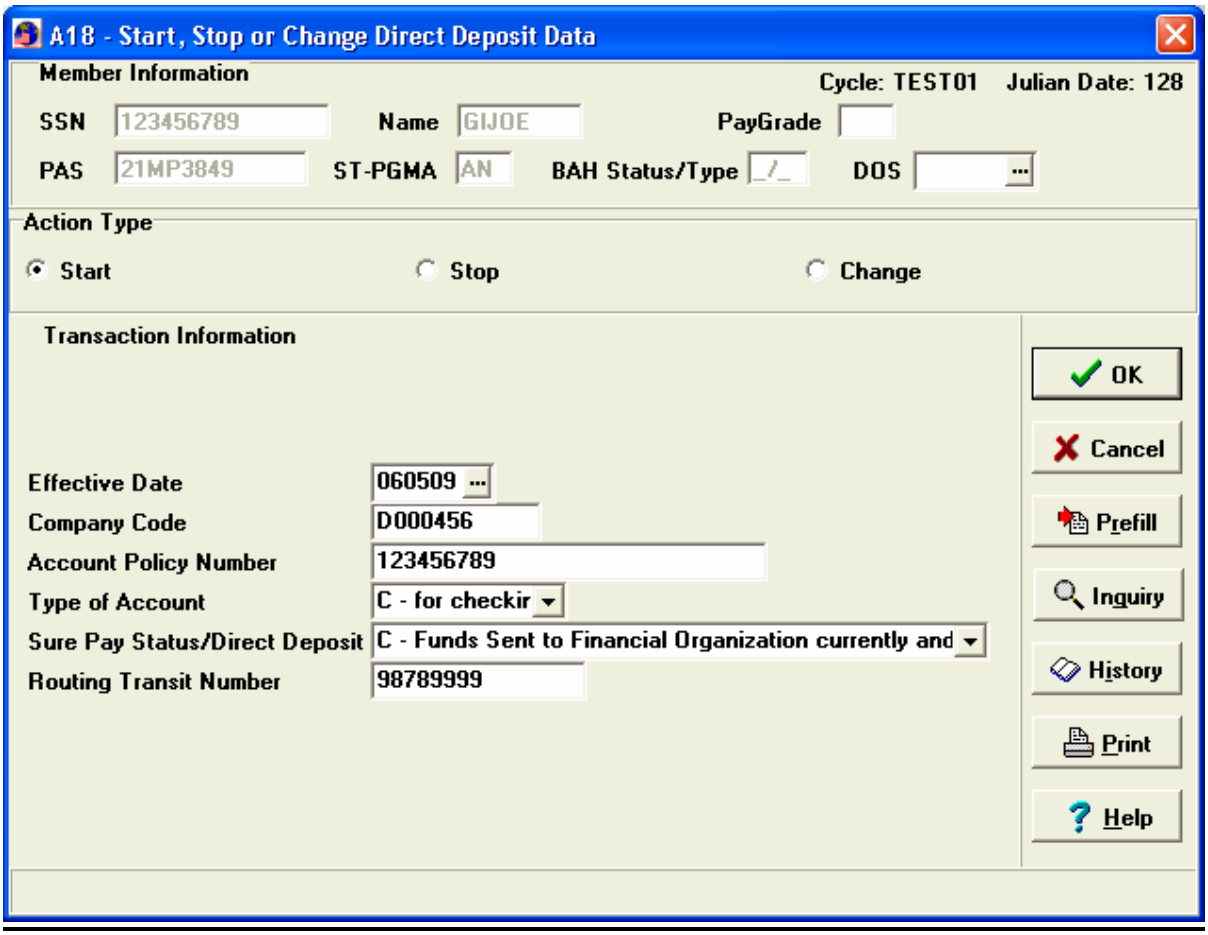
The State Codes along with the State Names are listed in this window. You can scroll down the list to find the state you are looking for, or you can use the Description or Search Field boxes. Description will search for the actual state name, and Search Field will search for the code. After you have highlighted the state you were looking for, click OK and it will be auto-filled on the transaction input screen. Click Cancel to close this window without action. Click here to see a list of States and their corresponding codes.

EFFECTIVE DATE

You may leave this field blank or enter a date in YYMMDD format or select a date using the calendar via the ellipsis button. This is the date of the re-assignment or transfer. For Army members, this field must be left blank if the New Program Element Code is not PANG00 or PAPD00.

OLD PROGRAM ELEMENT CODE (AIR FORCE ONLY)
Leave this field blank for Army and Navy members. For Air Force members the first five positions must be alphanumeric and the last position must be "F".

SAMPLE A18 FOR DIRECT DEPOSIT



HELP SCREEN FOR A18

A18 START, STOP, OR CHANGE FINANCIAL INSTITUTION

EFFECTIVE DATE
Enter the effective date in YYMMDD format.

COMPANY CODE
May be blank or make a selection from the Dialogue Box.

Air Force and Army
Enter the Company Code from JUMPS Table 50. First position must be equal to A, B, C, M, or numeric 0 - 9. If this is a start or change and Routing Transit Number (RTN) is present in the RTN field, this field may be left blank. If this is a stop, this field must be blank.

Navy Leave blank.

HELP SCREEN FOR A18 - CONTINUED

ACCOUNT POLICY NUMBER

If this is a start or change, enter the member's checking/savings account number to which the payment will be deposited. Leave unused spaces blank. No special characters within the account number. If this is a stop action, this field must be blank.

TYPE OF ACCOUNT

Make a selection from the Drop-down list; drop-down choices are:

C = checking
S = savings
If this is a stop action, this field must be blank.

SURE PAY STATUS/DIRECT DEPOSIT

Make a selection from the Drop-down list.

Air Force and Army

C = Funds sent to Financial Organization (FO) currently and while mobilized.
M = Funds sent to Financial Organization (FO) only while mobilized
If this is a stop action, this field must be blank.

Navy = Enter C.

ROUTING TRANSIT NUMBER

Air Force and Army

Enter the Routing Transit Number (RTN) of the Financial Organization from SF1199A. If using a Company Code in the Company Code field, this field may be left blank.
If this is a stop action, this field must be blank.

Navy

Enter the member's financial institution Routing Transit Number (RTN) of the Financial Organization from SF1199A. If this is a stop action, this field must be blank.

(Remainder of this page is reserved for future use)

Chapter 5

BASIC PAY/SAVED PAY

A. Background

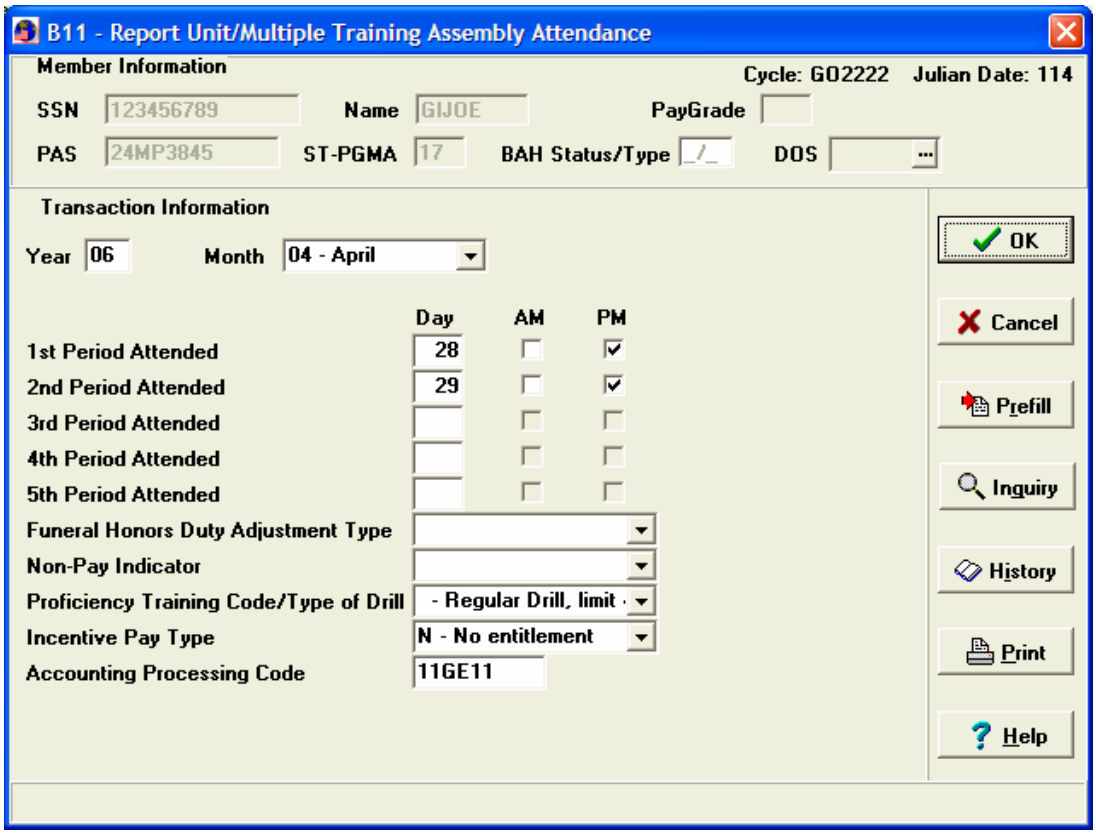
Base pay is a taxable entitlement a member is paid for duty served in a branch of the military service. The Base Pay rate is based on the member's length of service in the military, known as longevity, and the rank the member holds.

Reserve and National Guard training types

Training in Troup Program Unit (TPUs) is divided into two different categories: Inactive duty Training (IDT) and active duty for training (AD) or (ADT). There are different types of inactive and active duty training.

a. Unit IDTs are commonly referred to as a drill. Each reserve training drill is a minimum of 4 hours long and is known as a Unit Training Assembly (UTA). Two drills can be performed on the same day; this is known as a Multiple Unit Training Assembly (MUTA 2), 2 meaning two drills. Most units perform a MUTA 4 each month that consists of a MUTA 2 on Saturday and a MUTA 2 on Sunday. Drills can also be spread out during the month (e.g., a drill every Tuesday night). They can also be combined in a way that meets the needs of the unit commander or the needs of the USAR (see AR 140-1). A soldier cannot be paid for more than 2 drills in any day. A soldier is entitled to one day of basic pay for each 4 hour drill period performed satisfactorily. The Drill periods are reported with a B11 Transaction.

SAMPLE OF B11 TRANSACTION



HELP SCREEN FOR THE B11 TRANSACTION

B11 REPORT UNIT/MULTIPLE TRAINING ASSEMBLY ATTENDANCE

YEAR

Enter the calendar year the drill is performed. If the Type of Duty = 8 (Funeral Honors Duty), the year must be 00 through 50.

MONTH

Enter the month of the drill being reported by making a selection from the Drop-down menu. Drop-down menu choices are:

01 = January
02 = February
03 = March
04 = April
05 = May
06 = June
07 = July
08 = August
09 = September

HELP SCREEN FOR B11 CONTINUED

10 = October
11 = November
12 = December

If the Funeral Honors Duty Adjustment Type field = Y, and the Year field = 00, the Month field must be equal to or greater than 10.

1st through 5th PERIOD ATTENDED (DRILL PERIODS)

For each applicable drill period, first enter the day of the month that the drill period occurred, and second, indicate whether the period was an AM or PM drill period. The input screen allows for 5 drilling periods to be reported. The drilling periods listed must be for the month indicated and they must be listed in chronological order as appropriate.

DAY

Enter the calendar day of the month for the drill period being reported. Must not exceed the maximum number of days in the month identified.

AM/PM

Identify the time of the drill next to each identified drill period. In accordance with the pay system, the drilling period must be reported in segments (AM and PM).

NOTE: Use either the Space Bar or the Mouse to fill in the applicable ("AM" or "PM") box. Use the Tab key to move past the AM box to the PM box.

FUNERAL HONORS DUTY ADJUSTMENT TYPE

Make a selection from the Drop-down menu.

Drop-down choices are:

Blank - Funeral Honors Duty Allowance (FHDA) adjustment ($50)
Y - Funeral Honors Duty (FHDA) Base Pay Adjustment.

NON-PAY INDICATOR

Make a selection from the Drop-down menu.

Air Force:

Enter a "Y" if attendance being reported is for non-pay (points only) and leave the Accounting Processing Code field blank.

Leave blank, if attendance should be paid.

HELP SCREEN FOR B11 CONTINUED

Army:
Enter a "Y" if attendance being reported is for non-pay (points only) and leave the Accounting Processing Code field blank.
Leave blank, if attendance should be paid.

Navy:
Enter a "Y" if attendance being reported is for non-pay (points only).
Leave blank, if attendance should be paid.

PROFICIENCY TRAINING CODE / TYPE OF DRILL
Make a selection from the Drop-down menu.

Air Force:
Enter the appropriate code:
4 = RMP (proficiency training – 1 period only)
8 = Funeral Honors Duty Allowance
Blank = USARF

Army:
Enter 8 for Funeral Honors Duty Allowance
Leave blank for Regular Drills, limit 48 (drill type 11)

Navy:
Enter the appropriate code:
A = Additional Training Periods (drill type 41)
H = Readiness Management Program (drill type 91)
K = Equivalent Training (drill type 21)
8 = Funeral Honors Duty Allowance
Blank = Regular Drills (drill type 11)

INCENTIVE PAY TYPE
Make a selection from the Drop-down menu.
Drop-down choices are:
A = Flight Pay Crew Member
B = Flight Pay Non-Crew Member
C = Parachute duty
D = Demolition duty
E = Parachute/Demolition duty
U = Designated Unit pay (enlisted only)
N = No Entitlement

HELP SCREEN FOR B11 CONTINUED

ACCOUNTING PROCESSING CODE

Air Force:

This field must be filled if the NON-PAY INDICATOR is blank. Enter a valid Accounting Processing Code (APC) that is valid for Inactive Duty Dates (IAD). Must be present on Table 40.

Leave blank if NON-PAY INDICATOR contains a 'Y'.

Army:

This field must be filled if the NON-PAY INDICATOR is blank. The Accounting Processing Code (APC) consists of six positions and is to be constructed as follows:

Position 1 and 2:

Enter the appropriate code:

United States Army Reserve (USAR)

11 = Unit Training Assembly (UTA)
21 = Equivalent Training (ET)
41 = Annual Training Assembly (ATA)
42 = N/A
44 = Funeral Honors Duty
51 = Additional Airborne Unit Training Assembly (AAUTA)
61 = Additional Assembly for Nuclear Training (AANT)
91 = Readiness Management System (RMA) (Management Support)

Army National Guard (ARNG)

11 = Unit Training Assembly (UTA)
21 = Equivalent Training (ET)
41 = Annual Training Assembly (ATA)
42 = N/A
44 = Funeral Honors Duty
51 = Additional Airborne Unit Training Assembly (AAUTA)
61 = Additional Assembly for Nuclear Training (AANT)
71 = Readiness Management System (RMA) (Training Prep)
81 = Annual Training Assembly (ATA) (Individual Use – Other)
82 = Mobile Conduct Fire Training (MCFT)
91 = Readiness Management System (RMA) (Management Support)

Position 3:

Enter the service component at the time of drill performance:

R = United States Army Reserve (USAR)
G = Army National Guard (ARNG)

HELP SCREEN FOR B11 CONTINUED

Position 4:
Enter the grade indicator at the time of drill performance:

F = Officer
E = Enlisted

Position 5 and 6:
Enter the member's pay code at the time of drill performance:

11 = Prior Service Troop Program Unit (TPU) members and Individual ready Reserve (IRR) other than Individual Mobilization Augmentee or Augmentation (IMA) or Funeral Honors Duty
12 = Individual Mobilization Augmentee or Augmentation (IMA) members
14 = Non Prior Service members who have not completed Basic Training

Navy:
This field must be filled if the NON-PAY INDICATOR is blank. Enter the appropriate code:

V71701 - Officer surface, drill type 11, 21
V71707-- Officer surface additional, drill type 41, 91
V71703 - Officer Air, drill type 11, 21
V71708 – Funeral Honors Duty – Officer
V71709 - Officer, air additional, Pay Group A,
V71801 - Enlisted surface, drill type 11, 21
V71803 - Enlisted air, drill type 11, 21
V71807 - Enlisted surface additional, Pay Group A
V71808 – Funeral Honors Duty - Enlisted
V71809 - Enlisted surface air additional, Pay Group A

Leave blank if the NON-PAY INDICATOR = 'Y'.

B. Effects on the MMPA

Drill and Active duty entries are posted on pages 8 (January through June are on page 8 and July through December are on page 9 of the MMPA). A Drill is posted as a 2 and Active duty is a 50 entry. A complete list is available in the ADSM and the MMPA guide. If a Reserve or National Guard soldier drills 4 hours in the morning and 4 hours in the afternoon of the same day, the attendance calendar would show 22. If the soldier drills just in the morning it would show 20; the 2 represents a 4 hour morning drill and 0 shows no drills performed in the afternoon.

The example below shows May 2006 processing month and this service member performed 5 drills on the 10th, 11th, and 12th of February 2006. He was on active duty 1-30 June 2005.

EXAMPLE OF Attendance Calendar (page 8 of the MMPA)

ATTENDANCE CALENDAR (JANUARY - JUNE)

CLERK-ID: xxx PAGE 8
AS OF: 060503
SSN: 222334444

MON YR	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	SGLI	SSLI
JAN 06														22	20	0	0
FEB 06					DRILLS →					02	22	22				0	0
MAR 06																0	0
APR 06																0	0
MAY 06																0	0
JUN 05	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	1	0

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	UTAS
JAN 06																	00
FEB 06																99	00
MAR 06																	00
APR 06																99	00
MAY 06																	00
JUN 05	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	99	00

ACTIVE →

Combination Active Duty and Inactive Duty.

A member of the Reserve/National Guard may be paid the equivalent of 360 days of pay in a year, when so directed, if this total is based on a combination of active duty pay and inactive duty training pay.

Pay and Entitlements and Computation of Active Duty Training and Special Pay.

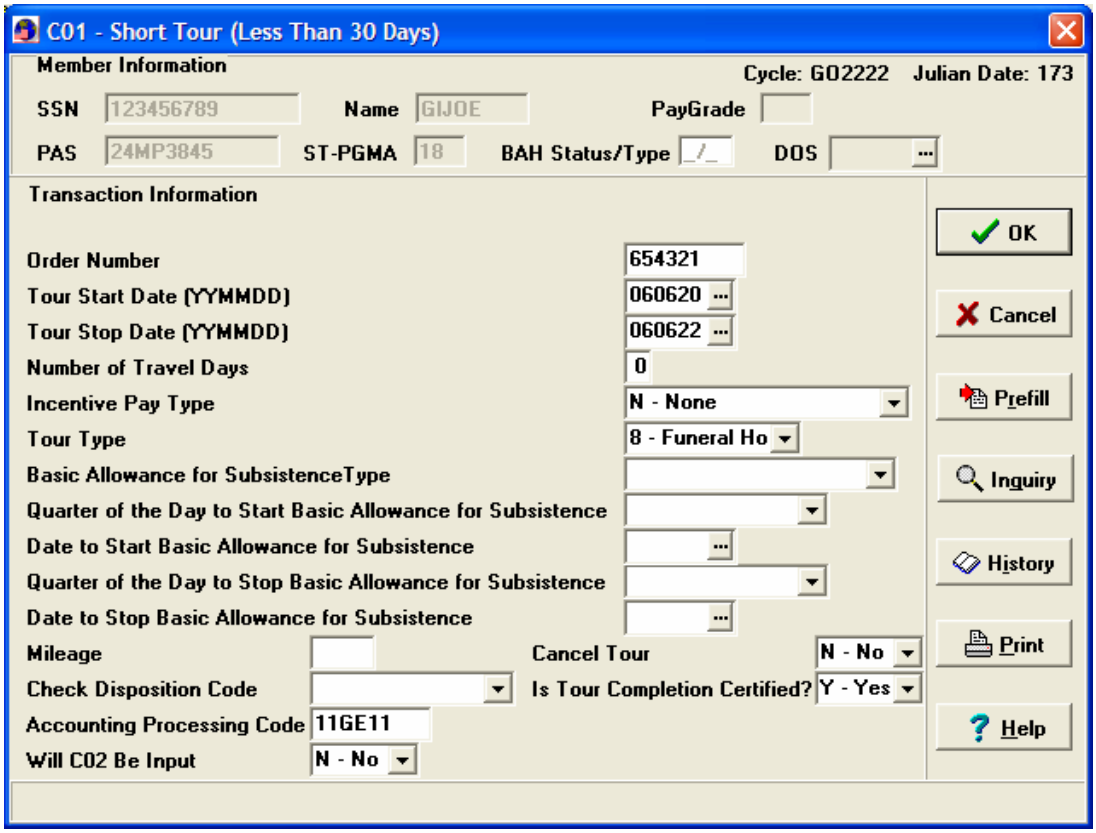
Performance of active duty for 30 days or more entitles soldiers to monthly basic pay and allowances.

Compute monthly pay as 30 days regardless of the number of calendar days in the month.

Soldiers are not entitled to both active duty pay and IDT compensation for the same day. Active duty takes precedence over IDT.

Active duty tours twenty nine days or less and any funeral honors duty are reported with a C01 transaction.

SAMPLE OF THE C01 SHORT TOUR TRANSACTION



HELP SCREEN FOR C01 SHORT TOUR TRANSACTIONS

C01 SHORT TOUR (LESS THAN 30 DAYS)

NOTE:
THERE ARE TWO TRANSACTIONS IN DJMS THAT WILL PAY FOR A RESERVIST'S AT/ADT PERIOD, A24 AND C01:

The C01 is used for AT/ADT periods less than 30 days. The C01 can only be input after the AT/ADT tour has been completed, therefore payment is made after the tour is completed. A reservist on AT/ADT tour for less than 30 days is paid on a day-for-day basis.

The A24 is used for AT/ADT periods of 30 days or greater. An A24 transaction can be input prior to the AT/ADT start date. A reservist on AT/ADT tour for 30 days or greater is paid on a 30-day month basis.

HELP SCREEN FOR THE C01 TRANSACTION CONTINUED

If the reservist is on training on the 31st day of the month and the training is reported with an A24 transaction, the reservist will not receive payment for the 31st day that they are entitled to. For example, if the reservist is on AT/ADT for 14 days and one of those 14 days happens to cross the 31st of a month, the reservist will only get paid for 13 days. Using the C01 transaction ensures that the reservist will be paid for each day.

Click on one of the field names below for quick access to the information you need, or scroll down to find the field you are interested in. To return to this list, click on the Back button at the top of the screen.

ORDER NUMBER
TOUR START DATE
TOUR STOP DATE
NUMBER OF TRAVEL DAYS
INCENTIVE PAY TYPE
TOUR TYPE
BASIC ALLOWANCE FOR SUBSISTENCE TYPE
QUARTER OF THE DAY TO START BASIC ALLOWANCE FOR SUBSISTENCE
DATE TO START BASIC ALLOWANCE FOR SUBSISTENCE
QUARTER DAY OF THE DAY TO STOP BASIC ALLOWANCE FOR SUBSISTENCE
DATE TO STOP BASIC ALLOWANCE FOR SUBSISTENCE
MILEAGE
CHECK DISPOSITION CODE
ACCOUNTING PROCESSING CODE
WILL C02 BE INPUT
CANCEL TOUR
IS TOUR COMPLETION CERTIFIED?

ORDER NUMBER
Enter the order number; if less than six alphanumeric positions are entered this field will automatically be zero-filled to the left. If you are submitting this transaction to cancel the tour, enter 000000.

If the response to the Will C02 Be Input field is Yes, the order number in this field will be copied to the Tour Order Number field on the C02 transaction.

TOUR START DATE
Enter a date in YYMMDD format or select a date using the calendar via the ellipsis button . The start date should be the first day of entitlement to basic pay. If the Tour Type is Funeral Honors Duty Allowance, this date cannot be prior to 01/01/00.

HELP SCREEN FOR THE C01 TRANSACTION CONTINUED

TOUR STOP DATE
Enter a date in YYMMDD format or select a date using the calendar via the ellipsis button . The date must be equal to or no greater than 29 days after the Tour Start Date. The stop date should be the last day of entitlement to basic pay.

If the response to the Will C02 Be Input field is Yes, the date in this field will be copied to the Basic Allowance for Housing II Start and Stop Date fields on the C02 transaction.

NUMBER OF TRAVEL DAYS
You may leave this field blank or enter the number of travel days allowed for the tour from 0 - 9.

INCENTIVE PAY TYPE
Select the incentive pay type from the drop down list:

A = Aviation Career Incentive Pay or Enlisted Crew Member Hazardous Duty Incentive Pay
B = Non Crew Member Hazardous Duty Incentive Pay
C = Parachute Hazardous Duty Incentive Pay
D = Demolition Hazardous Duty Incentive Pay
N = None

TOUR TYPE
Select the tour type from the drop down list displayed according to branch of service:

Air Force:
0 = Non-Prior Service
1 = Annual Training
2 = School Training
3 = School Training (Service and Technical)
5 = Special Training (includes Recruiting, FAP and ROTC)
6 = Air Force Recruiting and Retention
8 = Funeral Honors Duty Allowance

Army:
1 = Annual Training
7 = Administration and Support (exclusive of recruiting) and all other tours
8 = Funeral Honors Duty Allowance

HELP SCREEN FOR C01 CONTINUED

Navy:
1 = Annual Training
2 = Sea Air Mariners (SAM)

5 = Active Duty Training (ADT) (Spec/Schl Trng and ADSW)
8 = Funeral Honors Duty Allowance

BASIC ALLOWANCE FOR SUBSISTENCE TYPE
Select the BAS type from the drop down list:

B = Separate Rations
H = Ration in Kind Not Available
K = Ration Under Emergency Conditions
N = No BAS (Termination) or Officer Personnel
P = Partial Basic Allowance for Subsistence
R = Rations in Kind not available (effective 01/01/02)
S = Standard Rate of BAS-Enlisted (effective 01/01/02)
T = BAS II (effective 01/01/02)

QUARTER OF THE DAY TO START BASIC ALLOWANCE FOR SUBSISTENCE
Select the quarter of the day to start BAS from the drop down list. If the BAS Type is Separate Rations, Ration in Kind Not Available, Ration Under Emergency Conditions or Partial Basic Allowance for Subsistence, select one of the quarter time periods. For the other BAS Types, this field will be auto-filled with 0 = BAS Type = N, R, S or T.

0 = BAS Type = N, R, S or T

1 = 0001 - 0700
2 = 0701 - 1200
3 = 1201 - 1800
4 = 1801 - 2400

DATE TO START BASIC ALLOWANCE FOR SUBSISTENCE
Enter a date in YYMMDD format or select a date using the calendar via the ellipsis button. If the BAS Type is No BAS (Termination) or Officer Personnel this field will be disabled.

If the BAS Type is Separate Rations, Ration in Kind Not Available, Ration Under Emergency Conditions or Partial Basic Allowance for Subsistence, the date must be less than 01/01/02. If the BAS Type is Rations in Kind not available (effective 01/01/02), Standard Rate of BAS-Enlisted (effective 01/01/02) or BAS II (effective 01/01/02), the date must be equal to or greater than 01/01/02.

HELP SCREEN FOR C01 CONTINUED

QUARTER DAY OF THE DAY TO STOP BASIC ALLOWANCE FOR SUBSISTENCE
Select the quarter of the day to stop BAS from the drop down list. If the BAS Type is Separate Rations, Ration in Kind Not Available, Ration Under Emergency Conditions or Partial Basic Allowance for Subsistence, select one of the quarter time periods. For the other BAS Types, this field will be auto-filled with 0 = BAS Type = N, R, S or T.

0 = BAS Type = N, R, S or T
1 = 0001 - 0700
2 = 0701 - 1200
3 = 1201 - 1800
4 = 1801 - 2400

DATE TO STOP BASIC ALLOWANCE FOR SUBSISTENCE
Enter a date in YYMMDD format or select a date using the calendar via the ellipsis button . If the BAS Type is No BAS (Termination) or Officer Personnel this field will be disabled.

MILEAGE
Leave this field blank for Air Force or Navy members. For Army members you may leave this field blank or enter the round trip mileage up to 999. If you enter less than three-positions, this field will be zero-filled to the left.

CHECK DISPOSITION CODE
Select the check disposition code from the drop down list. The options of Bulk Mail and Seminars are applicable to the Air Force only.

0 = Bulk Mail or pickup by designated paying agent (Air Force Only. Tour Type must be 1 or 5).
1 = Direct Deposit or check to address after tour completion.
2 = Seminars (Air Force Only. Tour Type must be 1, 3, or 5).
3 = Direct Deposit or check to address on last day of tour.

ACCOUNTING PROCESSING CODE

For Air Force and Army members enter the APC. For Navy members select the APC from the drop down list displayed according to Tour Type. There isn’t a drop down list for the Tour Type of Active Duty Training (ADT) (Spec/Schl Trng and ADSW), however those APCs are provided below.

HELP SCREEN FOR C01 CONTINUED

Tour Type = Annual Training:
V71500 = CAT A Officer pay and allowance
V71530 = CAT B IMA Officer pay and allowances
V71600 = CAT A Enlisted pay and allowance
V71630 = CAT B IMA Enlisted pay and allowances
Y71792 = Financial Assistance Program (FAP)

Tour Type = Sea Air Mariners (SAM):
V71610 = Sea Air Mariners (SAM 2) Enlisted pay and allowances
V71650 = Sea Air Mariners (SAM 3) Enlisted pay and allowances

Tour Type = Funeral Honors Duty Allowance:
V71708 = Funeral Honors Duty - Officer
V71808 = Funeral Honors Duty - Enlisted

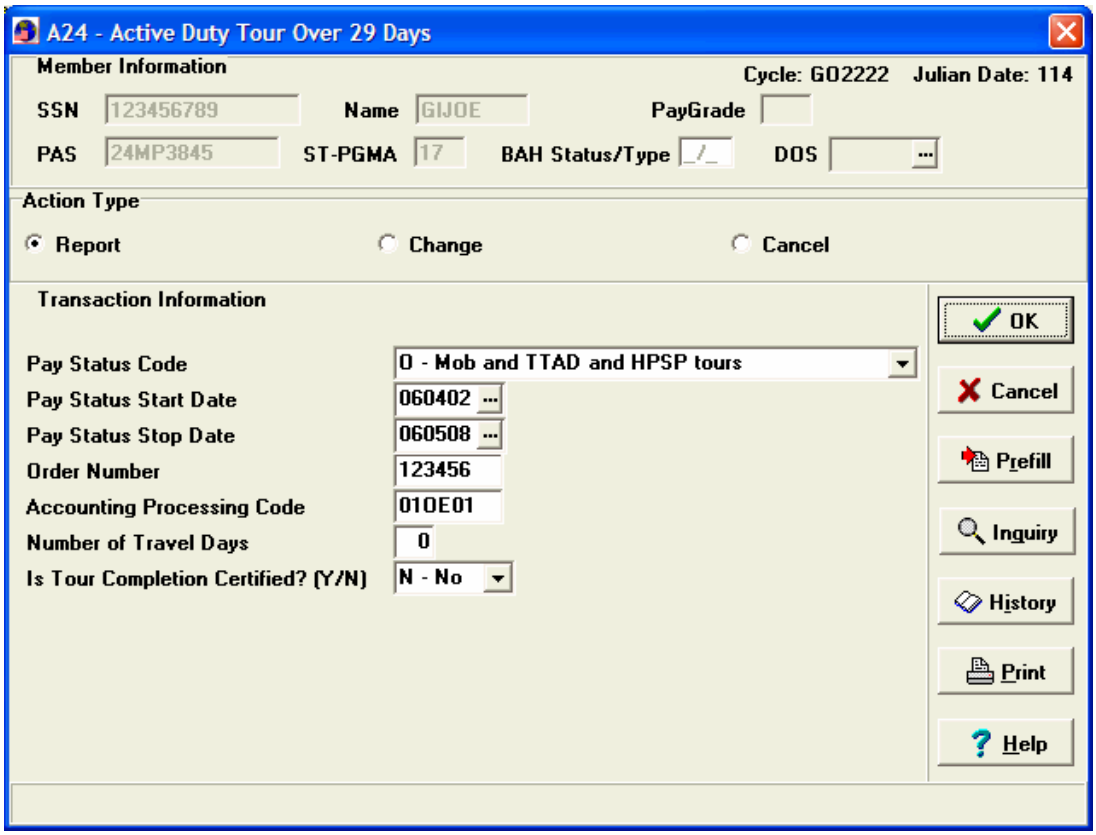
Tour Type = Active Duty Training (ADT) (Spec/Schl Trng and ADSW):
A71730 = FY03 ROTC Scholarship Program
A71731 = FY04 ROTC Scholarship Program
M71730 = FY06 ROTC Scholarship Program
A71740 = FY03 ROTC Non-Scholarship Program
A71741 = FY04 ROTC Non-Scholarship Program
M71740 = FY06 ROTC Non-Scholarship Program
A71760 = FY03 ROTC Applicants
A71761 = FY04 ROTC Applicants
M71760 = FY06 ROTC Applicants
V71128 = MPN Funded - Military Personnel, Officer
V71148 = MPN Funded - Military Personnel, Enlisted
V71520 = Volunteer Training Unit (VTU) CAT H, Officer pay and allowances
V71560 = Active Duty Training (ADT) Schools Officer pay and allowances
V71570 = ADT Special Officer pay and allowances
V71580 = ADT Officer (REIMB) pay and allowances
V71590 = ADT Airlift Officer pay and allowances
V71620 = Volunteer Training Unit (VTU) CAT H, Enlisted pay and allowances
V71660 = Active Duty Training (ADT) Schools Enlisted pay and allowances
V71670 = ADT Special Enlisted pay and allowances
V71680 = ADT Enlisted (REIMB) pay and allowances
V71690 = ADT Airlift Enlisted pay and allowances
V71872 = Individual Ready Reserve (IRR) Officer Muster allowance
V71873 = IRR Enlisted Muster allowance
V71E48 = RPN Funded - Reserve Pay, Enlisted
V71T28 = RPN Funded - Reserve Pay, Officer
Y71792 = Financial Assistance Program (FAP)

HELP SCREEN FOR C01 CONTINUED

WILL C02 BE INPUT
Select Yes or No from the drop down list. If you respond Yes, the C02 transaction will be presented after you finalize this transaction.
CANCEL TOUR
Select Yes or No from the drop down list. If payments have been made, submit a C03 transaction to collect the canceled tour.
IS TOUR COMPLETION CERTIFIED?
This field pertains to Army members and the response determines whether a tour certification suspense record is created for the tour being reported. Select Yes or No from the drop down list. A No response will generate a suspense record providing your DMO System Administrator turned this option on in the DMO System Administration module.
For Air Force and Navy members, select Yes from the drop down list.

Active duty tours over twenty nine days are reported with an A24 transaction. Active duty tours of less than thirty days are usually recorded with a C01 transaction.

SAMPLE OF A24 OVER 29 DAY TOUR TRANSACTION



PROCESSING AN A24

```
DJMS-RC PROCESSED TRANSACTIONS                    PRIN
   SSAN:  987654321     AS OF: 200601      CLERK ID:  22          PAGE: 01
   NAME:  HEMIN LEE
COLS:  1        2         3         4         5         6         7         8
1 2345 12345678901234567890123456789012345678901234567890123456789012345678901234567890

A      HEMINO050123070122             50012701ENGQ  Y  0     L15DDDD0ANA24003
```

HELP SCREEN FOR A24 LONG TOUR TRANSACTION

A24 ACTIVE DUTY TOUR OVER 29 DAYS

NOTES:

(1) PROCESSING AN A24 CHANGE OR AN A24 CANCEL TRANSACTION MAY ESTABLISH A DEBT ON THE MEMBER'S PAY ACCOUNT.

For *Change* transactions, if the pay start date is being changed to a date that is more recent than the member's current pay start date, all payments made between the current pay start date and the pay start date on this transaction will be collected. Likewise, if the pay stop date is being changed to a date that is prior to the member's current pay stop date, all payments made between the pay stop date on this transaction and the current pay stop date will be collected.

For *Cancel* transactions, all money that has already been paid to the member between the start and stop dates entered on this transaction will be collected via the posting of a debt on the member's account.

(2) THERE ARE TWO TRANSACTIONS IN DJMS THAT WILL PAY FOR A RESERVIST'S AT/ADT PERIOD, A24 AND C01.

The A24 is used for AT/ADT periods of 30 days or greater. An A24 transaction can be input prior to the AT/ADT start date. A reservist on AT/ADT tour for 30 days or greater is paid on a 30-day month basis.

The C01 is used for AT/ADT periods less than 30 days. The C01 can only be input after the AT/ADT tour has been completed. Therefore, payment is made after the tour has been completed. A reservist on AT/ADT tour for less than 30 days is paid on a day-for-day basis.

ACTION TYPE

The Action Type is defaulted to Report, you can change this to Change or Cancel.

PAY STATUS CODE

Select a Pay Status Code from the drop down list that is displayed according to branch of service:

HELP SCREEN FOR A24 CONTINUED

Air Force:

A = Normal
B = AWOL
C = Funeral Honors Duty
D = Absent, Injury or disease not Line of Duty
E = Civil confinement
F = Military confinement
G = Military confinement for civil authorities
H = Confinement for foreign civil offense
I = Desertion
J = Mental incompetency
K = Member paid by DJMS-AC. NOTE: The "K" status posts a 900 transaction and a date of separation to the DJMS-RC MMPA.
L = Underage enlistee
M = Annual training tours over 30 days
N = Death
O = Spec Tng: Actv Dy GE 30 days. BP only. HPSP, or FAP
P = Mobilized. Member is paid on DJMS-RC
T = Schl tng: GE 30 days USAFR/ANG
U = Undergraduate pilot tng, in grade pilot, navgtr, adv fly tng offs (USAFR only)
V = Mbr performing BMT at Lackland AFB
W = Mbr performing basic TT or OJT after BMT or IADT
X = ROTC - Subsistence; HPSP Stipend
Z = Admin supt tng (exclusive of recruiting). NOTE: The "Z" status automatically creates mid-month and end of month payments.

Army:

A = Normal
C = Funeral Honors Duty
K = ANG member paid by DJMS-AC
N = Death
O = Mob and TTAD and HPSP tours
Q = Inactive Duty - ANG
W = Mbr performed IADT or AIT, paid by DJMS-RC
X = ROTC – Subsistence; HPSP stipend
Z = Admin and supt tng; incl all AD except AGR GT 29 days

Navy:

A = Normal
C = Funeral Honors Duty
M = Ann tng tours GT 30 days
N = Death
O = Training for HPSP, ROTC, and Spec ADT GT 30 days
T = ADT over 29 days (School)

HELP SCREEN FOR A24 CONTINUED

U = Undergrad pilot tng, in grade pilot, navgtr, and adv fly tng off. SAM tng GT 30 days
X = ROTC - Subsistence. HPSP Stipend
Z = Admin and supt tng (excl of recruiting)

PAY STATUS START DATE

You may leave this field blank or enter a date in YYMMDD format or select a date using the calendar via the ellipsis button.

For Army and Air Force members, if the Pay Status is Funeral Honors Duty this date cannot be earlier than January 1, 2000.

PAY STATUS STOP DATE

You may leave this field blank or enter a date in YYMMDD format or select a date using the calendar via the ellipsis button. The date must be equal to or greater than the Pay Status Start Date.

ORDER NUMBER

Enter the order number; if less than six alphanumeric positions are entered, this field will automatically be zero-filled to the left.

ACCOUNTING PROCESSING CODE (APC)

Whether an APC has to be entered is dependent on the branch of service and Pay Status as described below. If a specific APC is not identified below, note that this is a six alphanumeric position field.

Air Force:

You must enter an APC except for the following Pay Statuses where this field must be blank:

A = Normal
B = AWOL
D = Absent, Injury or disease not Line of Duty
E = Civil confinement
F = Military confinement
G = Military confinement for civil authorities
H = Confinement for foreign civil offense
I = Desertion
J = Mental incompetency
K = Member paid by DJMS-AC
L = Underage enlistee
N = Death

HELP SCREEN FOR A24 CONTINUED

Army:

You must enter an APC except for the following Pay Statuses where this field must be blank:

A = Normal
K = ANG member paid by DJMS-AC
N = Death
Q = Inactive Duty - ANG

For the following Pay Statuses, select an APC from the drop down list:

C = Funeral Honors Duty
R6SRR3 = Officer
R6SWR3 = Officer
R6SXR3 = Officer
R6YBR3 = Officer
R6YCR3 = Officer
R6ZRR3 = Officer
R6Z7R3 = Officer
R6SRR4 = Enlisted
R6SWR4 = Enlisted
R6SXR4 = Enlisted
R6YBR4 = Enlisted
R6YCR4 = Enlisted
R6ZRR4 = Enlisted
R6Z7R4 = Enlisted

W = Mbr performed IADT or AIT, paid by DJMS-RC
18GE13 = ARNG
32RE13 = USAR

X = ROTC – Subsistence; HPSP stipend
06HP05 = HPSP and FAP
06HP07 = STRAP - USAR (IRR/IMA)
06HP09 = NCP
06RTC5 = Subsistence Scholarship
06RTC7 = Subsistence Non-Scholarship
06RTCA = Basic Pay Scholarship
06RTCC = Basic Pay Non-Scholarship
18G191 = STRAP - ARNG
32R977 = College First Enlistment

For the following Pay Statuses, enter an APC (no drop down list):
O = Mob and TTAD and HPSP tours
Z = Admin and supt tng; incl all AD except AGR GT 29 days

HELP SCREEN FOR A24 CONTINUED

Navy:

You may leave this field blank or enter the APC, however for the following Pay Statuses you must leave this field blank:

A = Normal
N = Death

For the following Pay Statuses, select an APC from the drop down list:

C = Funeral Honors Duty
V71708 = Officer
V71808 = Enlisted

M = Annual training tours GT 30 days
V71500 = CAT A Officer pay and allowance
V71530 = CAT B IMA Officer pay and allowances
V71600 = CAT A Enlisted pay and allowance
V71630 = CAT B IMA Enlisted pay and allowances
Y71792 = Financial Assistance Program (FAP)

T = ADT over 29 days (School)
V71560 = Active Duty Training (ADT) Schools Officer pay and allowances
V71660 = Active Duty Training (ADT) Schools Enlisted pay and allowances
Y71792 = Financial Assistance Program (FAP)

U = Undergraduate Pilot Training, In-Grade Pilot, Navigator and Advance Flying Training Officers or Sea Air Mariners (SAM)
Training GT 30 days
V71610 = Sea Air Mariners(SAM 2)Enlisted pay and allowances
V71650 = Sea Air Mariners(SAM 3)Enlisted pay and allowances

Z = Administrative and Support Training
(exclusive of recruiting)
V71128 = MPN Funded - Officer, Military Personnel
V71148 = MPN Funded - Enlisted, Military Personnel
V71E48 = RPN Funded - Enlisted, Reserve Pay
V71T28 = RPN Funded - Officer, Reserve Pay

HELP SCREEN FOR A24 CONTINUED

```
For the following Pay Statuses, enter an APC (no drop down list):
    X = ROTC - Subsistence.  HPSP Stipend
    O = Training for HPSP, ROTC, and Spec ADT GT 30 days

    A71720 = FY03 ROTC Subsistence Allowance (Scholarship)
    A71721 = FY04 ROTC Subsistence Allowance (Scholarship)
    M71720 = FY06 ROTC Subsistence Allowance (Scholarship)
    A71730 = FY03 ROTC Scholarship Program
    A71731 = FY04 ROTC Scholarship Program
    M71730 = FY06 ROTC Scholarship Program
    A71740 = FY03 ROTC Non-Scholarship Program
    A71741 = FY04 ROTC Non-Scholarship Program
    M71740 = FY06 ROTC Non-Scholarship Program
    A71760 = FY03 ROTC Applicants
    A71761 = FY04 ROTC Applicants
    M71760 = FY06 ROTC Applicants
    A71780 = FY03 ROTC Subsistence Allowance
             (Non-Scholarship Program)
    A71781 = FY04 ROTC Subsistence Allowance
             (Non-Scholarship Program)
    M71780 = FY06 ROTC Subsistence Allowance
             (Non-Scholarship Program)
    V71520 = Volunteer Training Unit (VTU) CAT H, Officer pay and
             allowances
    V71570 = Active Duty Training (ADT) Special Officer pay and
             allowances
    V71580 = Active Duty Training (ADT) Officer (REIMB) pay and
             allowances
    V71590 = Active Duty Training (ADT) Airlift Officer pay and
             allowances
    V71620 = Volunteer Training Unit (VTU) CAT H, Enlisted pay and
             allowances
    V71670 = Active Duty Training (ADT) Special Enlisted pay and
             allowances
    V71680 = Active Duty Training (ADT) Enlisted (REIMB) pay and
             allowances
    V71690 = Active Duty Training (ADT) Airlift Enlisted pay and
             allowances
    V71872 = Individual Ready Reserve (IRR) Officer Muster
             allowance
    V71873 = Individual Ready Reserve (IRR) Enlisted Muster
             allowance
    Y71792 = Financial Assistance Program (FAP)
```

HELP SCREEN FOR A24 CONTINUED

NUMBER OF TRAVEL DAYS

You may leave this field blank or enter the number of travel days between 0 – 9.

IS TOUR COMPLETION CERTIFIED?

This field pertains to Army members and the response determines whether a tour certification suspense record is created for the tour being reported. Select Yes or No from the drop down list. A No response will generate a suspense record providing your DMO System Administrator turned this option on in the DMO System Administration module.

For **Air Force and Navy members**, select Yes from the drop down list.

TOUR INDICATOR

This field is displayed for **Navy members only**. You may leave this field blank or select the tour indicator from the drop down list below, however if you will be leaving the Advance Indicator field blank, leave this field blank also.

L = Long Tour
S = Short Tour

ADVANCE INDICATOR

This field is displayed for **Navy members only**. You may leave this field blank or select A = Used to pay Navy ROTC payments for training from the drop down list. If the Tour Indicator field is blank, leave this field blank also.

Active Duty Without Pay.

A member of a Reserve Component may, with his or her consent, be ordered to active duty without pay when authorized by the Secretary of the Military Department concerned (or designee).

Entitlement-Active Duty Without Pay.

A member of a Reserve Component ordered to active duty without pay is entitled to quarters in kind or commutation. When a member is ordered to active duty “without pay and allowances,” payment is not authorized.

1. If commutation of subsistence in kind is authorized, the commutation will be paid at the rate of BAS specified in Chapter 25 that is applicable to the situation.

2. If a military technician (dual status), as described in 10 U.S.C. 10216 (reference (c)) is performing active duty without pay, outside the United States, while on leave from technician employment, as authorized by 5 U.S.C. 6323(d) (reference c.1)), the Secretary concerned may authorize the payment of a per diem allowance to the military technician in lieu of the commutation for subsistence.

Duty at the Permanent Duty Station.

Basic Allowance for Housing will be paid at the same rates prescribed in Table 26-9 and under the same conditions as provided for a member without dependents on active duty with pay.

Duty at Other Than the Permanent Duty Station

When government quarters are not available, reimbursement for quarters is authorized at the rate of $4.50 per day.

If a military technician (dual status), as described in 10 U.S.C. 10216 (reference (c)), is performing active duty without pay, outside the United States, while on leave from technician employment, as authorized by 5 U.S.C. 6323(d) (reference (c.1)), the Secretary concerned may authorize the payment of a per diem allowance to the military technician in lieu of commutation for quarters under subparagraph 570502.B.2.a, above.

C. COMPUTATION OF PAY

Active Duty for 30 Days or More.

When a member is ordered to active duty for 30 days or more and the tour of duty starts on the first day or an intermediate day of a calendar month, the member is entitled to pay and allowances through the 30th day. Payment is not authorized for the 31st day of a calendar unless the tour starts on the 31st day. This includes a member who is ordered to active duty for less than 30 days and is continued on active duty for 30 days or more by new orders or an amendment to the original orders. When computing the number of days for which pay is due, include the entire period the member actually serves on active duty, including allowable travel time.

Active Duty for Less Than 30 Days.

A member ordered to active duty for less than 30 days is entitled to pay and allowances at 1/30th the monthly rate for

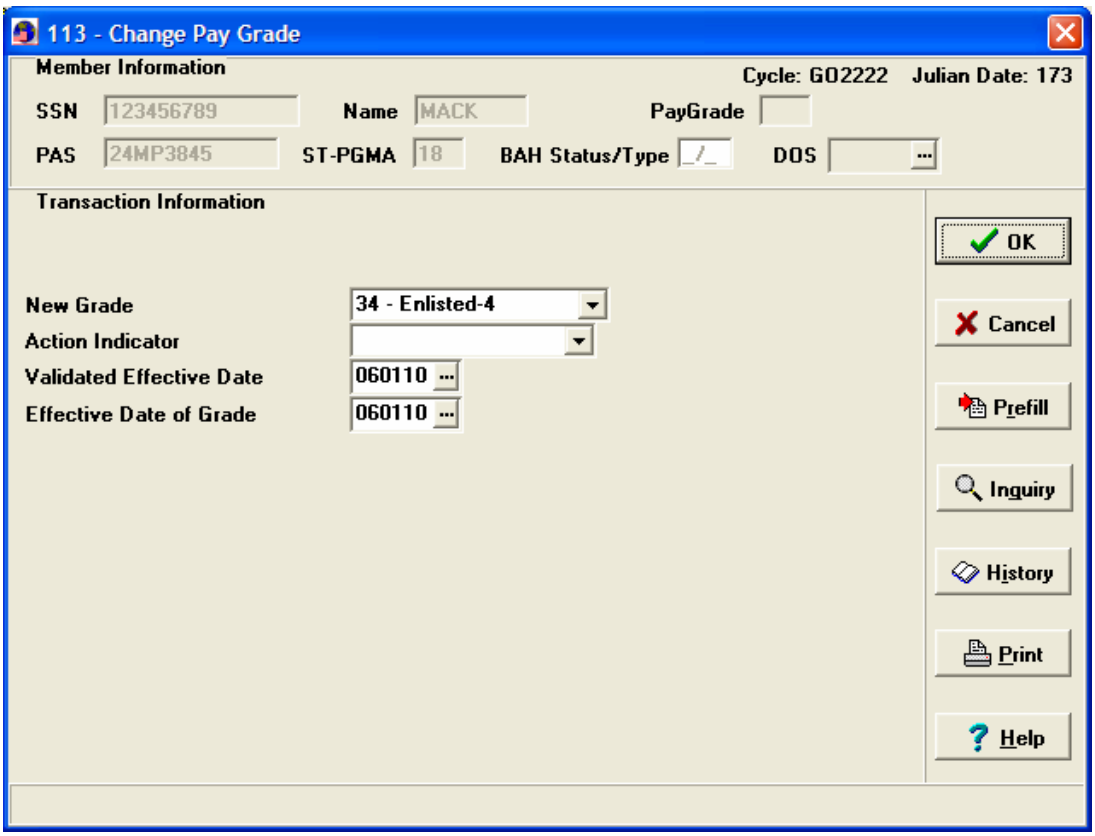
each day actually served, including the 31st day of a calendar month.

This includes a member ordered to active duty for more than 30 days but released before performing at least 30 days of active duty, including allowable travel time.

D. Processing Transactions for Basic Pay

Basic Pay: The member's basic pay will be changed automatically for promotions, demotions or longevity changes, which occur within IAS. Promotions/Demotions will be done using a 113 transaction.

SAMPLE OF 113




```
          DJMS-RC PROCESSED TRANSACTIONS                    PRIN

  SSAN:  123456789     AS OF: 200602      CLERK ID:  22          PAGE: 01
                                NAME:  MACK SAM L
COLS:  1         2         3         4         5         6         7         8
1 2345 12345678901234567890123456789012345678901234567890123456789012345678901234567890

A      MACK 01XXSSD PROMOTION                                   R4858500AND19026
A      MACK 34                                            060110R4858500AN113026
```

HELP SCREEN FOR 113 CHANGE PAY GRADE TRANSACTION

113 PAY GRADE CHANGE

NOTE: This TIN can be used to change either the Pay Grade or Pay Date (Pay Entry Base Date/PEBD). If changing a member's Pay Date/PEBD, complete TIN 113 and TIN 106.

NEW PAY GRADE

Enter the member's new pay grade. This field must be filled if the EFFECTIVE DATE OF GRADE contains data. Make a selection from the drop-down list; drop-down choices are:

Officer	**Warrant**	**Enlisted**
01 = O-1	21 = W-1	31 = E-1
02 = O-2	22 = W-2	32 = E-2
03 = O-3	23 = W-3	33 = E-3
04 = O-4	24 = W-4	34 = E-4
05 = O-5	25 = W-5	35 = E-5
06 = O-6		36 = E-6
07 = O-7		37 = E-7
08 = O-8		38 = E-8
09 = O-9		39 = E-9
10 = O-10		

ACTION INDICATOR

May be blank, 04 or 05.

Air Force

04 = Pay Date Validation

05 = Effective Date of Grade Change

NOTE: If the Action Indicator is 04, the Validated Effective Date must contain a valid date. Also, if this TIN is being used for a Pay Date validation, the member's current pay grade must be entered.

Navy

04 = Pay Date Validation

NOTE: If the Action Indicator is 04, the Validated Effective Date must contain a valid date. Also, if this TIN is being used for a Pay Date validation, the member's current pay grade must be entered.

Army

Leave this field blank.

VALIDATED EFFECTIVE DATE May be blank or contain a valid date in YYMMDD format.

HELP SCREEN FOR 113 CONTINUED

Air Force

This field is used to recompute a member's Pay Date.
If the Action Indicator contains a 04 or 05, this field must be filled with a valid date in YYMMDD format.
Leave blank if the Action Indicator is blank or if the Effective Date of Pay Grade field contains data.

Navy

This field is used to recompute a member's Pay Entry Base Date (PEBD). If the Action Indicator contains 04, this field must be filled with a valid date in YYMMDD format.

Leave blank if the Action Indicator is blank or if the Effective Date of Pay Grade field contains data.

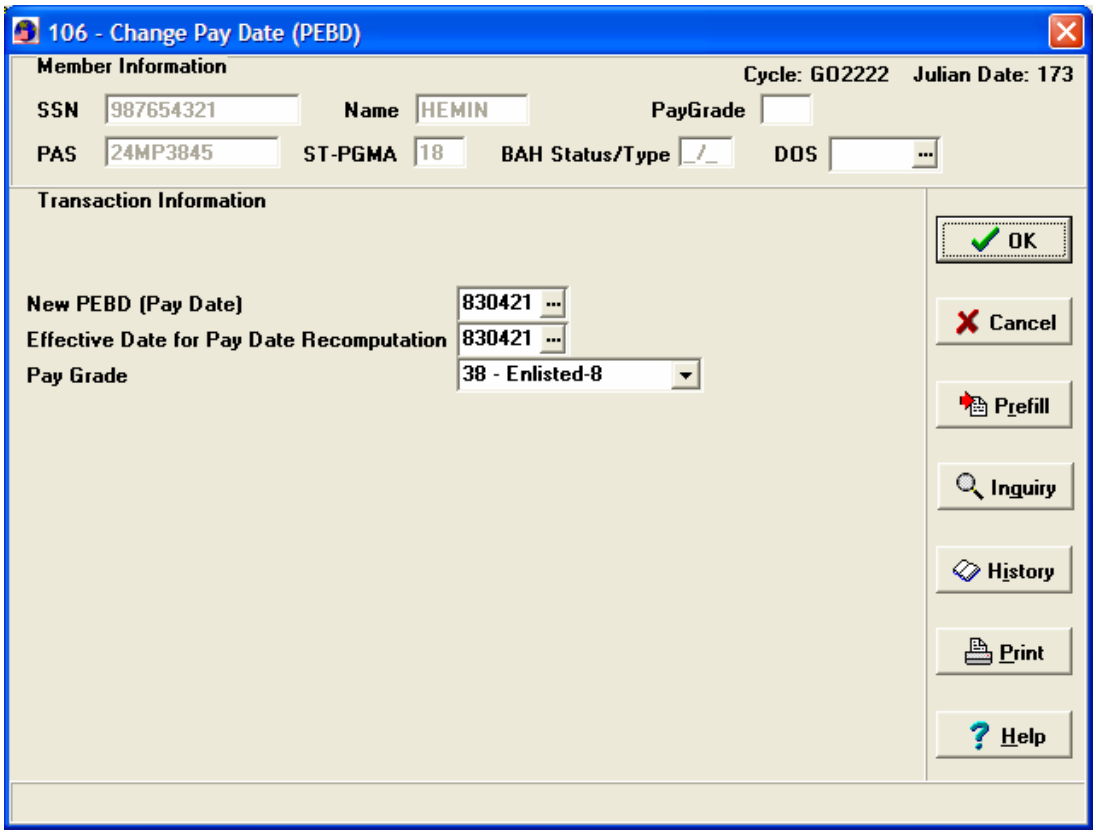
Army

Leave this field blank.

EFFECTIVE DATE OF PAY GRADE

May be blank or contain the Effective Date of Pay Grade in YYMMDD format. This field must be filled if the New Pay Grade field contains data and when the Validated Effective Date and Action Indicator fields are blank. This field must be blank when the Validated Effective Date field contains data.

SAMPLE OF 106 TRANSACTIONS




```
DJMS-RC PROCESSED TRANSACTIONS                    PRIN

   SSAN:  987654321     AS OF: 200606      CLERK ID:  22          PAGE: 01
   NAME:  HEMIN LEE
COLS:  1         2         3         4         5         6         7         8
1 2345 12345678901234567890123456789012345678901234567890123456789012345678901234567890

A      HEMIN830421                                                Z45DDDD0AN106160
```

HELP SCREEN FOR 106 CHANGE PAY DATE

106 - PEBD (PAY DATE) CHANGE

NOTE: In DMO TIN 106 will systematically create TIN 113.

NEW PEBD (PAY DATE)

Enter the member's new Pay Entry Base Date (PEBD), also called the Pay Date, in YYMMDD format.

HELP SCREEN FOR 106 CHANGE PAY DATE (con't)

EFFECTIVE DATE FOR PAY DATE RECOMPUTATION

Army and Navy:
Enter the effective date in YYMMDD format. This date will be used in the 113 TIN. The 113 TIN will trigger a computation of the pay account to accommodate the new PEBD.

Note for Navy: For Navy, this field is optional.

Note for Army: When the Pre-fill button is selected on the 106 input screens, this field will be pre-filled with the Date of Gain on the member's MMPA.

Air Force:
Leave blank. Air Force does not use this field.

PAY GRADE

This field must be filled only if the Pay Grade field in the "Member Information" section of the 106 TIN is blank, enter the correct Pay Grade. This data will be used in the 113 TIN.

If the Pay Grade field in the "Member Information" section on the 106 TIN contains data, this field is not required.

All the differences in pay outside immediate access storage (IAS) must be **MANUALLY** computed and input using unique/manual pay transaction D02's for outside of IAS. Any differences within IAS will be computed automatically by the system with the next update. If the correct Basic Pay amount does not reflect after the update, a trouble report to the system specialists must be completed.

It is rare for the member's pay date to be moved forward where they received their last Basic Pay increase too soon.
See a lead pay technician if this happens as the input is very complicated and will not be discussed in this chapter.

SAVED PAY

Saved Pay is established when a Congressional Act or policy decision is made to provide an additional amount of pay to the member. Saved Pay is also used to pay members in situations where promotions into the officer/warrant grades would cause them to receive less pay than they were previously entitled at the enlisted grades. This money is in addition to the basic pay and other entitlements the member receives. The component of pay (COP) indicated in the manual D02 entry determines if the pay is taxed. If a COP is a taxable item, DJMS will withhold the appropriate tax monies. If the item is a non-taxable item or allowance then the computer ignores the tax computation for that amount. The types of Saved Pay and a brief explanation of the members who qualify for each type follows.

A - Physicians Assistants. Members who were previously senior noncommissioned officers (NCOs) and received commissions as ensigns (Pay grade 0-1) are entitled to Saved Pay, Type A. Saved Pay is provided by legislation that ensures the member's gross pay as an ensign is not less than it was as a senior enlisted member.

B - Physicians. Members who were authorized Saved Pay by the Uniform Services Health Professionals Special Pay Act of 1980 are entitled to Saved Pay, Type B. This Act reallocated medical special pay for physicians with the provision that they would never receive less pay than the total of medical special pay and basic pay they were being paid prior to implementation of the Act on July 1, 1980.

C - Former Warrant Officers. Members of another service (Army, etc.) who, without a break in service, enter the Navy as a commissioned officer are entitled to Saved Pay, Type C. Saved Pay ensures that the commissioned officer pay is not less than the previous warrant officer pay.

D - Officer Training School (OCS) Graduates. Members who were previously senior NCOs, applied for and were accepted by OCS, and ultimately were commissioned as ensigns, are entitled to Saved Pay, Type D. Once commissioned, their gross pay cannot be less than what their gross pay was as a senior enlisted member.

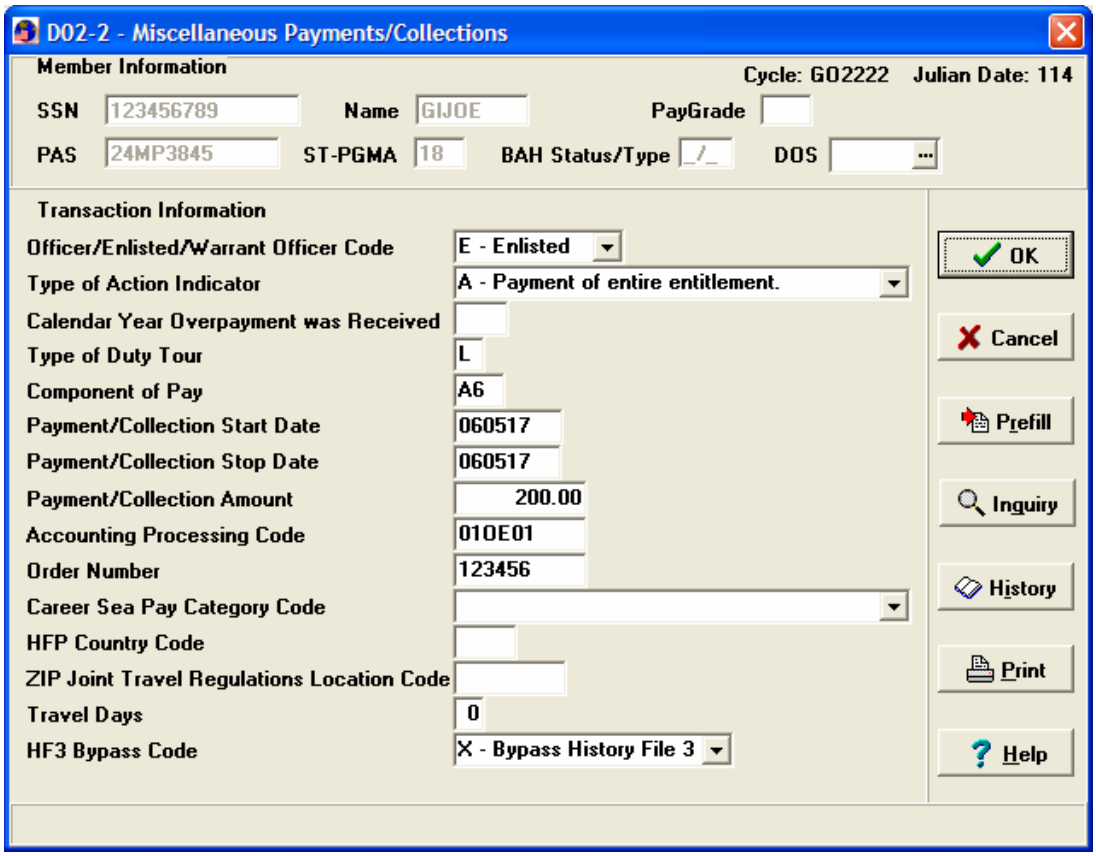
E - Direct Commissions. Members who previously were senior NCOs and received a direct commission without attending OCS (LDO/CWO) are entitled to Saved Pay, Type E. Once commissioned, their gross pay cannot be less than what their gross pay was as a senior enlisted member. Saved Pay, Type E, was previously utilized for members authorized BAQ-DIFF from December 5, 1991 through March 31, 1995. Format-ID 36, BAQ-DIFF, was implemented April 1, 1995.

F - Dental Officers. Members who were authorized Saved Pay by Department of Defense Directive (DODD) 1340.8, dated February 21, 1986 are entitled to Saved Pay, Type F. This Directive stipulated that the total of dental special pay and bonus (if applicable) received by a dental officer effective October 1, 1985, could never be less than the total of dental special pay and bonus (if applicable) received as of September 30, 1985.

Corrective actions are required whenever the member will receive Saved Pay. A member entitled to Saved Pay is not authorized the pay for one grade and an allowance for another grade. The Saved Pay amount may be reduced when the member loses entitlement to specific items; however, these specific items shall be included in Saved Pay if the member again qualifies for such items. (Ref: DoDFMR 7A, Chapter 2 Paragraph 020301).

A D02-2 Misc Transaction will be used inside IAS to pay Saved Pay and a D02-3 will be used for payments outside IAS.

SAMPLE OF D02-2 PAYMENTS



HELP SCREEN FOR D02-2 TRANSACTION

D02 – 2C MISCELLANEOUS PAYMENTS / COLLECTIONS – CENTRAL SITE

NOTE: The D02-2 does not include a drop down list of COPs. The D02-2 transaction can be used to pay/collect various miscellaneous entitlements that are not included in the COP lists in the D02-1 and D02-3 screens. The D02-1 and D02-3 transactions are simpler to use because the required fields are based on the specific COPs.

When using this transaction, if the input spans more than one month, use separate D02's for each month.

OFFICER / ENLISTED /WARRANT OFFICER CODE

Enter the appropriate code:

O = Officer
E = Enlisted
W = Warrant

HELP SCREEN FOR D02-2 CONTINUED

TYPE OF ACTION INDICATOR

Enter the appropriate code:

A = Payment of entire entitlement
B = Additional entitlement to a previous payment
C = Collect entire entitlement amount
D = Collection due to overpayment
G = Check Cancellation

CALENDAR YEAR OVERPAYMENT WAS RECEIVED

If Type of Action Indicator is "C", "D", or "G", enter the last two positions of the Calendar Year the overpayment was received. If Type of Action Indicator is "A" or "B", leave blank.

TYPE OF DUTY TOUR

Enter the appropriate code listed below or leave blank.

C = Funeral Honors Duty (Long Tour)
L = Long
S = Short
1 = Incapacitation Pay
8 = Funeral Honors Duty (Short Tour)
X = Stipend

NAVY ONLY: For Reserve Officer Training Corps (ROTC) and Health Professions Incentive Program (HPIP), leave blank.

COMPONENT OF PAY

Enter a valid Component of Pay code.

PAYMENT/COLLECTION START DATE

Enter the payment/collection start date in YYMMDD format.

PAYMENT/COLLECTION STOP DATE

Enter the payment/collection stop date in YYMMDD format. This date must be equal to or later than the Payment/Collection Start Date. The Payment/Collection Stop Date YYMM must be equal to the Payment Collection Start Date YYMM.

PAYMENT/COLLECTION AMOUNT

Enter the gross amount to include a decimal point. Example: For $200.00 = 200.00.

Enter one zero with a decimal point for automatic calculation. Example: 0.

HELP SCREEN FOR D02-2 CONTINUED

ACCOUNTING PROCESSING CODE

Enter the Accounting Processing Code from the orders. Must be spaces when Payment / Collection amount = zeros.

*** EFFECTIVE 10/1/2004 (For Navy):
The following APCs are NO longer valid and should NOT be used:
B71560, B71561, B71570, B71571, B71670, B71671, C71570, C71571, C71670, C71671, D71570, D71571, D71670, D71671.

** EFFECTIVE 10/1/2005 (For Navy ROTC)

The following APCs should be used:
A71144 = Employer FICA – ROTC Scholarship
A71146 = Employer FICA – ROTC Non-Scholarship
A71121 = Subsistence Pay – Scholarship
A71131 = Training Pay – Scholarship
A71741 = Training Pay – Non-Scholarship
A98044 = ROTC returns
A71761, A71781 and A72781

ORDER NUMBER

Army and Air Force:

Enter the order number from the orders authorizing active duty tour being adjusted.

Navy:
Enter one of the following:

For ROTC, enter ‘000000’.
For HPIP and Reserve, enter the last digit of the fiscal year in which the training period started and the last five digits of the Standard Document Number (SDN).

CAREER SEA PAY CATEGORY CODE

If the Component of Pay is CV, CW or BH, enter one of the following, otherwise leave blank.
A = Mission is accomplished underway
B = Mission is accomplished in port or in port 50 miles or less from home port.
C = Mission is accomplished underway or in a port more than 50 miles from home port.

HELP SCREEN FOR D02-2 CONTINUED

HFP COUNTRY CODE

If the Component of Pay field contains a "B2", this field must contain a valid country code. Otherwise, leave blank. Ensure that the country code is an authorized HFP/IDP country/area during the period being entered.

ZIP JOINT TRAVEL REGULATIONS LOCATION CODE

If the Component of Pay field contains a "HS", "HV", or "CH" this field must contain data.
If filled, must be numeric greater than zero.
If the Component of Pay field is not "HS", the system will generate zeroes.

TRAVEL DAYS
Enter 0 through 9 or leave blank.

HF3 BY PASS CODE - Used by Central Site Only.

Enter the appropriate code:
Blank = Do Not Bypass History File 3
PROCESSING AN A24X = Bypass History File 3

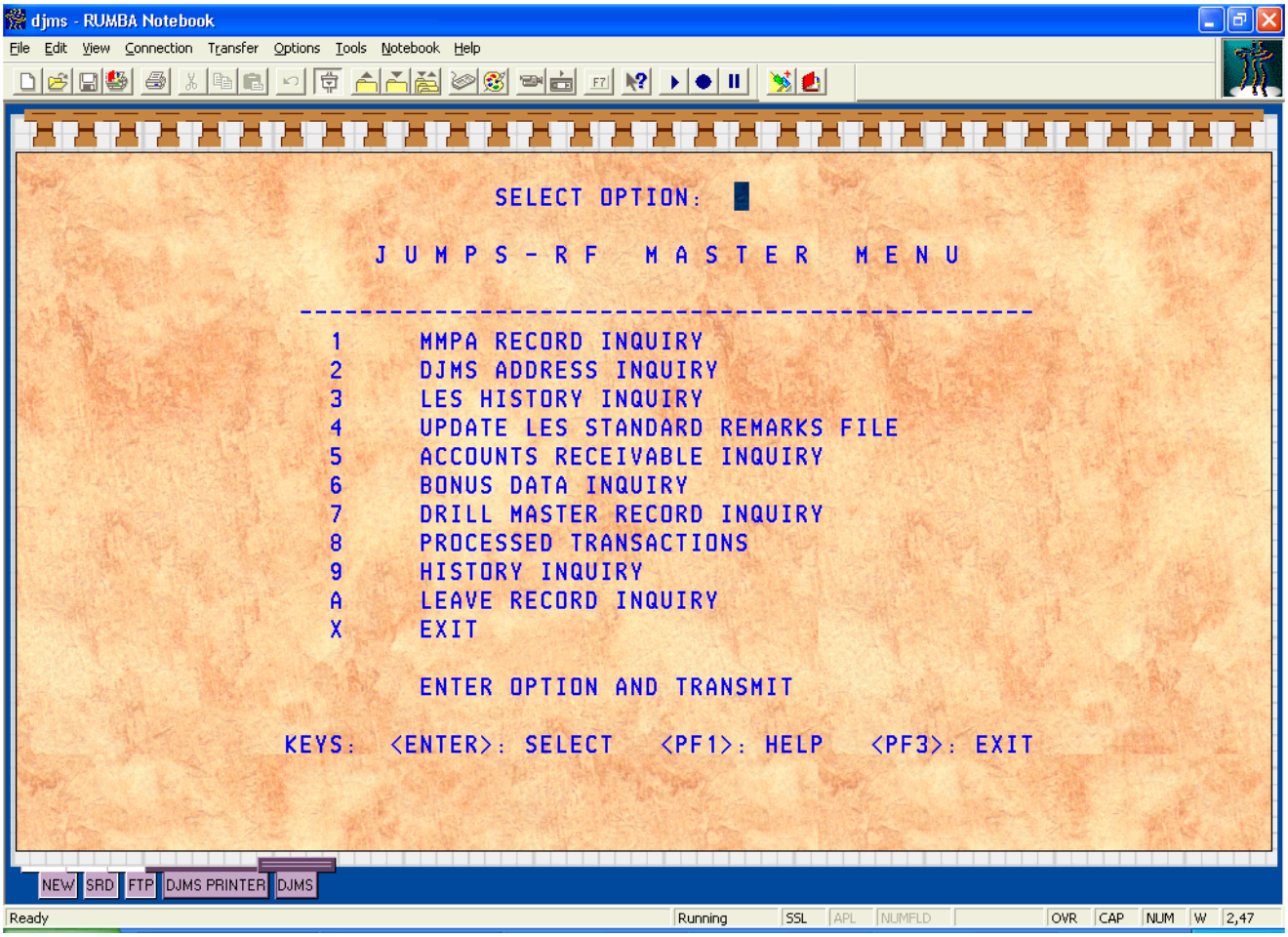
D02’s will also be used for the payment of incapacitation pay. When a soldier is incapacitated by an injury, he/she might be entitled to Incap pay. (See DODFRM for regulations)

(the remainder of this page is intentionally left blank.)

Chapter 6

ACCRUED LEAVE

Reserve and National Guard service members earn accrued leave in Basic Training, Advanced Individual Training (AIT) and when Activated/ assigned to active duty greater than 30 days. An ‘A24’ input for 30 days or more starts the leave accumulation process. The Reserve/National Guard leave information can be found on the PRAA application in DJMS. Select ‘A’ for Leave Record Inquiry.



After selecting ‘A’, enter the social security number. The record will reflect the dates coordinating with the tour dates. The following are an explanation of the History flags.

Space = Current open LMR
M = Created from Management Notice
P = Previous LMR
R = Prior Fiscal Year
Y = Outside if Immediate Access Storage (IAS)

By selecting, 'A' you will retrieve a screen showing the reported active duty tour start dates. The following are different options regarding leave.

1 - ACTIVE DUTY TOUR INFO
2 - LEAVE TAKEN
3 - CURRENT MONTH LEAVE BALANCE
4 - PERIODS OF ACTIVE DUTY
5 - COMBAT ZONE LEAVE ACCRUAL
P - PRINT LEAVE MASTER RECORD

A Reserve/National Guard service members leave should also be documented on the Master Military Pay Account (MMPA) on page 7 Leave Pay History, and the Leave Master Record (LMR). The LMR contains periods of leave taken, lost, combat zone, and the periods/dates of Active Duty covered.

Note: Problems with the leave should be reported to the United States Property Fiscal Office (USPFO)/Personnel Services Battalion (PSB) for National Guard or Brigade S1's for Reservist.

Leave accrual

a. Soldiers on active duty earn 30 days of leave a year with pay and allowances at the rate of 2.5 days a month.

The formula for accruing leave is as follows.

Days per month	**earned**
01–06 days	.5 days
07–12 days	1.0 day
13–18 days	1.5 days
19–24 days	2.0 days
25–31 days	2.5 days

This entitlement excludes periods of—

(1) Absent without leave (AWOL), unless excused as unavoidable (see AR 630–10).

(2) Confinement resulting from a court-martial sentence.

(3) Confinement for more than 1 day while awaiting court-martial provided soldier is convicted.

(4) Excess leave.

(5) Unauthorized absence because of detention by civil authorities.

(6) Absence in custody of civil authorities under provisions of Article 14, Uniformed Code of Military Justice (UCMJ) provided soldier is not entitled to receive pay and allowances.

(7) Absence over 1 duty day due to use of drugs or alcohol or because of disease or injury resulting from soldier's misconduct.

b. Soldiers in a missing status under section 551, title 37, United States Code (37 USC 551) earn up to 150 days leave. This is in addition to any previous leave earned.

(1) Leave is not for use but is paid for.

(2) Soldiers who die while in a missing status earn leave through the date evidence of death is received by the Secretary of the Army (SA). The death may be prescribed or determined under 37 USC 555.

c. Except when authorized special leave accrual, soldiers may accrue and carry forward up to 60 days leave at the end of each fiscal year.

d. Accrued leave that exceeds 60 days at the end of the fiscal year is lost except as authorized in chapter 3.

e. Soldiers who continue on or are recalled to active duty after retirement may be authorized by the SA to have leave accrued before retirement that was lost to be recredited under section 701c, title 10, United States Code (10 USC 701c). The SA may limit the use of consecutive days of leave granted based on operational requirements. Soldiers may not be prohibited from taking leave accrued during the new period of military service as a condition of the continuation or recall action.

Subtracting leave credit

a. Leave is subtracted for lost time, excess leave, or other non-pay status.

b. Subtract 2½ days leave for each full month of absence.

c. For partial-month absence, use formula below to subtract leave.

Partial-month leave credit, Date Separated or Days Lost or Minus Add Credit Enlistment/Reenlistment

01–06 days	.5 days
07–12 days	1.0 day
13–18 days	1.5 days
19–24 days	2.0 days
25–31 days	2.5 days

Requesting Ordinary Leave

a. Soldiers are authorized, on the average, to take 30 days of leave a year. (Commanders may grant more than 30 days if operationally feasible.)

b. Ordinary leave is a chargeable leave granted in execution of the commander’s annual leave program.

c. The unit commander or designee is the approval authority for ordinary leave requests.

Required Actions to Request Ordinary Leave

1. Soldier on DA Form 31 (Request and Authority for Leave) complete blocks 2 through 11.

2. Soldier On DA Form 31, block 7, check ordinary.

3. Soldier Read instruction on reverse side of DA Form 31. If needed, request clarification.

4. Soldier Provide the latest LES to first person in chain of command with leave request (if applicable, annotate corrections to ending leave balance and provide reason for discrepancy).

5. Soldier Obtain chain of command recommendation in block 12 and forward to unit commander (or designee) for approval.

6. Unit Receive leave requests and follow processing procedures.

SAMPLE DA 31

REQUEST AND AUTHORITY FOR LEAVE
This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10.
The proponent agency is ODCSPER. *(See instructions on reverse.)*

1. CONTROL NUMBER: 0055

PART I

2. NAME *(Last, First, Middle Initial)*	3. SSN	4. RANK	5. DATE
QUICK, Howard Z.	123-45-6789	E-4	20 Sep 93

6. LEAVE ADDRESS *(Street, City, State, ZIP Code and Phone No.)*	7. TYPE OF LEAVE	8. ORGN, STATION, AND PHONE NO.
(703) 555-1111 2 Jackson Avenue Woodbridge, VA 22191	[X] ORDINARY [ ] EMERGENCY [ ] PERMISSIVE TDY [ ] OTHER	Co B, 2d Bn, 3d Inf 44th Inf Div Ft Harris, VA 22222

9. NUMBER DAYS LEAVE				10. DATES	
a. ACCRUED	b. REQUESTED	c. ADVANCED	d. EXCESS	a. FROM	b. TO
20	8	N/A	N/A	22 Sep 93	29 Sep 93

11. SIGNATURE OF REQUESTOR	12. SUPERVISOR RECOMMENDATION/SIGNATURE	13. SIGNATURE AND TITLE OF APPROVING AUTHORITY
Harold Z. Quick	[X] APPROVAL [ ] DISAPPROVAL Gerald W. Farrar	Janice B. Taylor, CPT

14. DEPARTURE

a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY
22 Sep 93	0030 hrs	

15. EXTENSION

a. NUMBER DAYS	b. DATE APPROVED	c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY

16. RETURN

a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY
29 Sep 93	2100 hrs	

17. REMARKS

Chargeable leave is from 22 Sep 93 to 29 Sep 93

PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL

18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to home station *(or location)* designated by military orders. You are directed to report to the Aerial Port of Embarkation *(APOE)* for onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized space required transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after your return. Submit request for leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for extension of leave.

19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION:

For return military travel reservations in CONUS call the MAC Passenger Reservation Center *(PRC)*:
Should you require other assistance call PAP:

20. DEPARTED UNIT	21. ARRIVED APOD	22. ARRIVED APOE *(return only)*	23. ARRIVED HOME UNIT

24 PART III - DEPENDENT TRAVEL AUTHORIZATION

25. [ ] *(Space available or required cash reimbursable)* [ ] ONE WAY [ ] ROUND TRIP
[ ] *(Space required)* TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN BLOCK NO. 25

DEPENDENT INFORMATION

a. DEPENDENTS *(Last name, First, MI)*	b. RELATIONSHIP	c. DATES OF BIRTH *(Children)*	d. PASSPORT NUMBER

PART IV - AUTHENTICATION FOR TRAVEL AUTHORIZATION

26. DESIGNATION AND LOCATION OF HEADQUARTERS	27. ACCOUNTING CITATION

28. DATE ISSUED	29. TRAVEL ORDER NUMBER	30. ORDER AUTHORIZING OFFICIAL *(Title and signature)* OR AUTHENTICATION

DA FORM 31, SEP 93 EDITION OF 1 AUG 75 IS OBSOLETE

The Leave Types and Leave Area’s are available on the DMO input drop down menu.

Chargeable leave

A - Ordinary leave
B – Delay en Route/TDY
D - Emergency
E – Re-Enlistment
K – Chargeable up to days available per soldier- the non-chargeable
L – Delay en route/PCS, Training Travel
P – Terminal
R – Leave Awaiting Appellate review

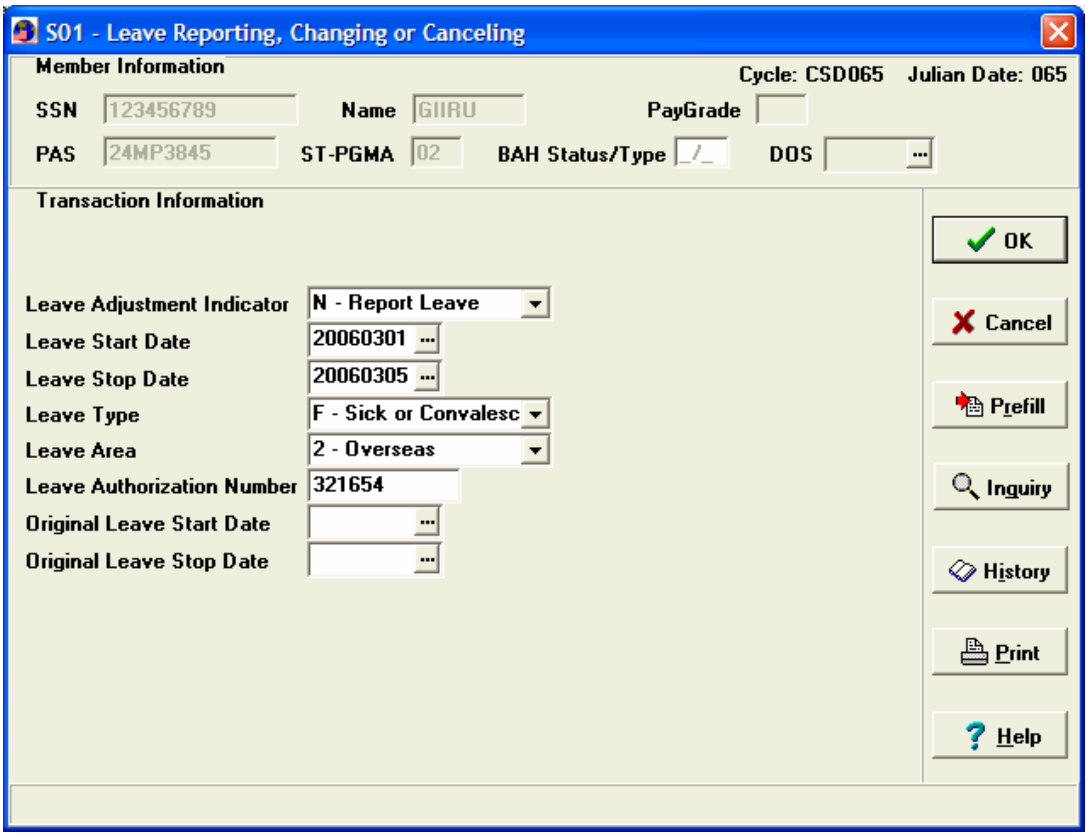
Non-chargeable Leaves

F – Sick or Convalescent
H – Special Leave (Extension overseas or Commanders Authority)
T – Permissive TDY (Usually 10 days)

Leave Area

1 – CONUS
2 – OVERSEAS
3 – OVERSEAS TO CONUS

SAMPLE S01 LEAVE REPORTING FOR RESERVE/NATIONAL GUARD



Help Screen for S01

```
S01 LEAVE REPORTING, CHANGING OR CANCELING

LEAVE ADJUSTMENT INDICATOR
     Make a selection from the Drop-down list; drop-down choices are:

     N = Report Leave
     Y = Change previously reported Leave
     C = Cancel previously reported Leave

LEAVE START DATE (YYYYMMDD)
     Enter the date the leave starts.  Must contain a valid date in YYYYMMDD format
when the Leave Adjustment Indicator is Y or N.  If the Leave Adjustment Indicator
is C, enter zeroes in this field.

LEAVE STOP DATE (YYYYMMDD)
     Enter the date the leave stops, in YYYYMMDD format, when the Leave Adjustment
Indicator is Y or N.  If the Leave Adjustment Indicator is C, enter zeroes in this
field.

LEAVE TYPE
     If the Leave Adjustment Indicator is N, make a selection from the Drop-down
list.  If the Leave Adjustment Indicator is C or Y, leave this field blank.  Drop-
down choices are:

     A = Ordinary Leave
     B = Delay En Route/TDY
     D = Emergency Leave
     E = Re-Enlistment Leave
```

Help Screen for S01 (cont.)

```
     F = Sick or Convalescent Leave
     H = Special Leave
     K = Awaiting Physical Evaluation Board Proceedings
     L = Delay En Route/PCS Training Travel Leave
     P = Terminal Leave
     R = Appellate Review Leave
     T = Permissive TDY

LEAVE AREA
     If the Leave Adjustment Indicator is N, make a selection from the Drop-down
list.  If the Leave Adjustment Indicator is C or Y, leave this field blank.  Drop-
down choices are:

     1 = CONUS
     2 = Overseas
     3 = Both CONUS and Overseas

LEAVE AUTHORIZATION NUMBER
     If the Leave Adjustment Indicator is N, enter the unit assigned leave control
number (input source code and 5-digit sequence number).  If the Leave Adjustment
Indicator is C or Y, leave this field blank.

ORIGINAL LEAVE START DATE (YYYYMMDD)
     May be blank or contain a valid date in YYYYMMDD format.  Must contain a valid
date when the Leave Adjustment Indicator is C or Y.  Must be blank when the Leave
Adjustment Indicator is N.

ORIGINAL LEAVE STOP DATE (YYYYMMDD)
     May be blank or contain a valid date in YYYYMMDD format.  Must contain a valid
date when the Leave Adjustment Indicator is C or Y.  Must be blank when the Leave
Adjustment Indicator is N.
```

Payment of Accrued Leave

Payment of Accrued Leave on the Reserve/National Guard is TIN S02 with-in immediate access storage (IAS) and/or TIN S03 for outside IAS.

a. Payment of accrued leave is made per DODFMR 7000.14–R and/or Army Regulation 600-8-10.

b. Payment of accrued leave is made per section 501h, title 37, United States Code (37 USC 501h) for leave earned in a missing status. By law, payment of accrued leave is limited to 60 days one time during a military career, unless earned in a missing status or under *d* and *e* below.

c. Settlement is made for leave days accrued to the actual date of death for soldiers who die while in a missing status. Payment may exceed 150 days.

d. Payment of accrued leave is made per section 501b, title 37, United States Code (37 USC 501b) for leave earned by a soldier of a

Reserve Component, retired Reserve, or retired member of the Regular Army while serving on active duty in support of a contingency operation. By law, payment of accrued leave is limited to 60 days one time during a military career, unless earned under this paragraph.

e. For soldiers who die because of an injury or illness incurred while serving on active duty in support of a contingency operation, settlement of accrued leave is made per section 501d, title 37, United States Code (37 USC 501d). Settlement of accrued leave in excess of 60 days is authorized regardless of any leave previously cashed-in.

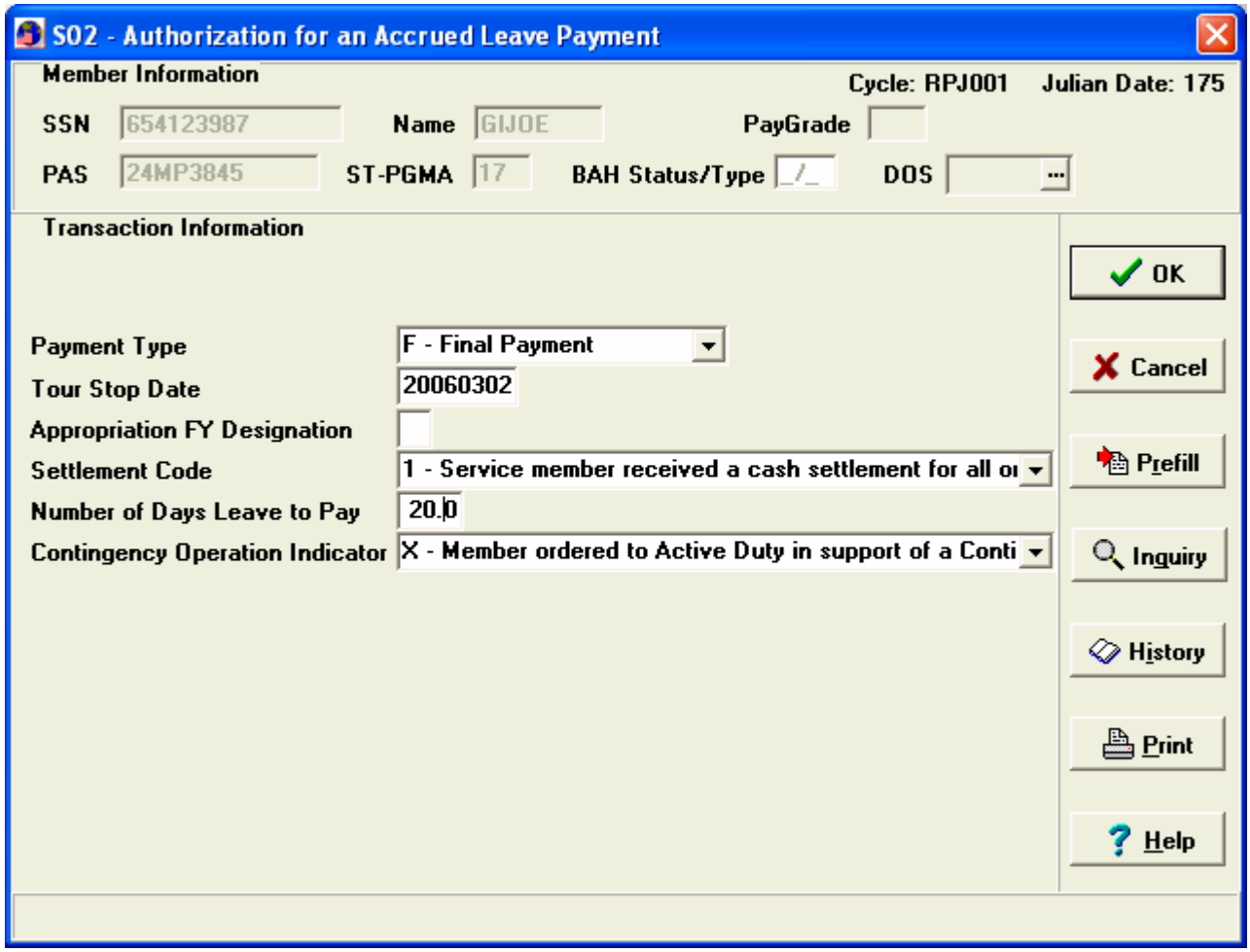
f. Payment of accrued leave is made to soldiers who elect partial payment and carry forward a balance to new or extended reenlistment.

g. Payment for accrued leave, for preceding period of service, is not authorized to soldiers who elect to have all leave carried forward to new or extended reenlistment.

(1) *Enlisted separation reasons.*
(a) Defective enlistments and inductions (underage and fraudulent entry only).
(b) Entry level performance and conduct.
(c) Unsatisfactory performance.
(d) Homosexuality (unless the soldier receives an Honorable Discharge).
(e) Drug or alcohol abuse rehabilitation failure.
(f) Misconduct.
(g) Separation instead of trial by court-martial.
(h) Security (unless the soldier receives an Honorable Discharge).

(2) *Officer separation reasons.*
(a) Separation for cause.
(b) Dropped from the rolls.
(c) Homosexuality (unless the soldier receives an Honorable Discharge).
(d) Misconduct or moral or professional dereliction.
4 AR 600–8–10 • 31 July 2003
(e) Separation instead of trial by court-martial.
(f) Security (unless the soldier receives an Honorable Discharge).

SAMPLE S02



Help Screen for S02

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S02 AUTHORIZATION FOR ACCRUED LEAVE PAYMENT

PAYMENT TYPE
    Make a selection from the Drop-down list; drop-down choices are:
     S = Supplemental Payment
     F = Final Payment
TOUR STOP DATE (YYYYMMDD)
    Must contain a valid date in YYYYMMDD format; date must be equal
to or prior to the current date.

    Must contain a valid tour stop date on an open Leave Master
Record, where there is a positive leave balance in the AD TOUR
BALANCE area.

    If the Payment Type is F the date in this field must be the last
chronological Tour Stop Date on the Leave Master Record.
```

Help Screen for S02 (cont.)

If the Payment Type is S the date in this field must not be the last chronological Tour Stop Date on the Leave Master Record.

APPROPRIATION FY DESIGNATOR

Must be numeric. Must equal the last digit of the current or prior fiscal year.

SETTLEMENT CODE

Make a selection from the drop-down list:

1 = Service Member received a cash settlement for all or part of the leave accrued during the continuous period of active duty

2 = Service Member used all the leave accrued during this tour

3 = Service Member’s unused leave was carried forward to the DJMS-AC system

4 = Service Member lost the leave days accrued (Did not take any leave during this tour and had previously cashed in the 60 day maximum)

NUMBER OF DAYS LEAVE TO PAY

Zero filled when the Payment Type equals F. Also zero fill when the Settlement Code equals 2-4. This field must be numeric, greater than or equal to 005 and less than or equal to 300, when the Payment Type equals S and the Settlement Code equals 1.

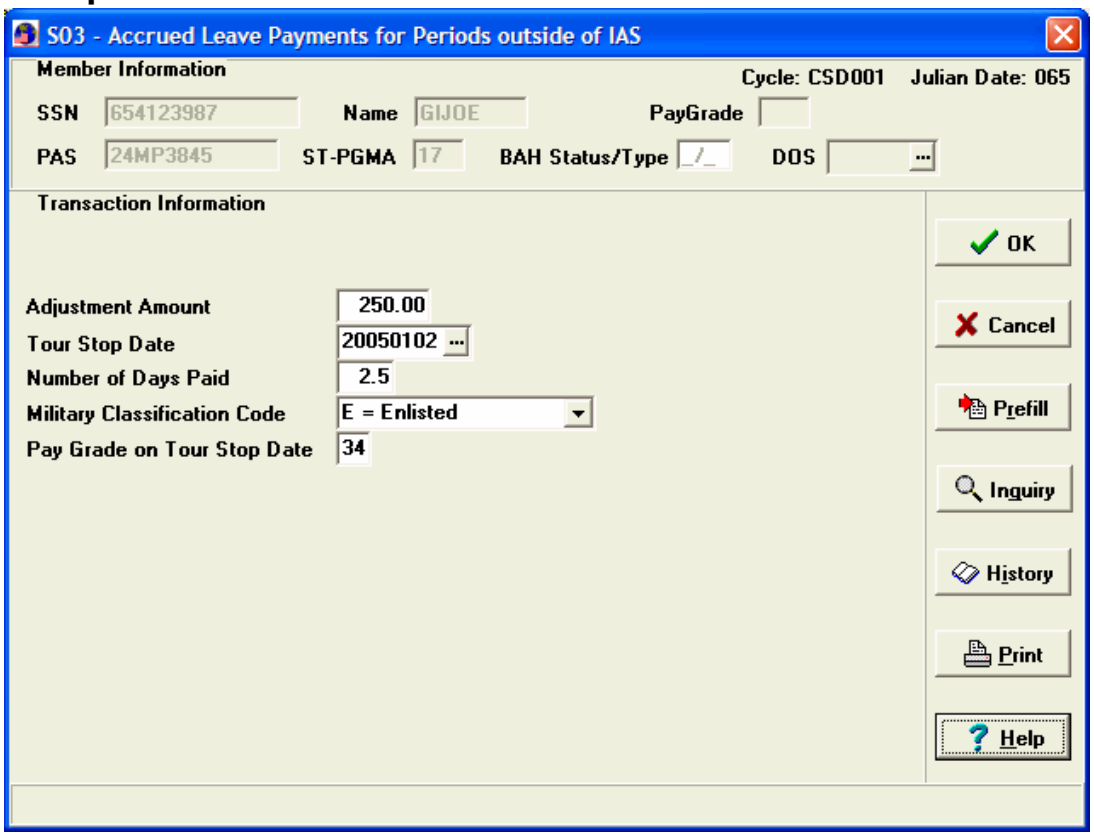
CONTINGENCY OPERATION INDICATOR

May be blank or X, make a selection from the Drop-down list:

X = Member ordered to Active Duty in support of a Contingency Operation. Any Leave Days Paid will not be added to the Leave Cumulative Day Paid field on the MMPA.

Blank = Member not on Active Duty in support of a Contingency Operation.

Sample S03 Screen



Help Screen for S03

S03 ACCRUED LEAVE PAYMENTS FOR PERIODS OUTSIDE OF IAS

ADJUSTMENT AMOUNT

Enter the adjustment amount including the decimal point to precede the cents. If no decimal point is entered, the amount entered will be assumed to be whole dollars. If a decimal point is entered and less than two digits are entered to the right of the decimal, the cents will be systematically generated. For example, a $20.00 amount can be entered as:

20
20.
20.0
20.00

TOUR STOP DATE

Must contain a date in YYYYMMDD format. Date must be equal to or prior to the current date and outside of IAS. Must be a valid tour stop date on an open Leave Master Record, where there is a positive leave balance in the AD TOUR BALANCE area.

Help Screen for S03 (cont.)

NUMBER OF DAYS PAID

Must be numeric and less than or equal to 600 (60 days). Last position of this field must equal zero or 5.

MILITARY CLASSIFICATION CODE

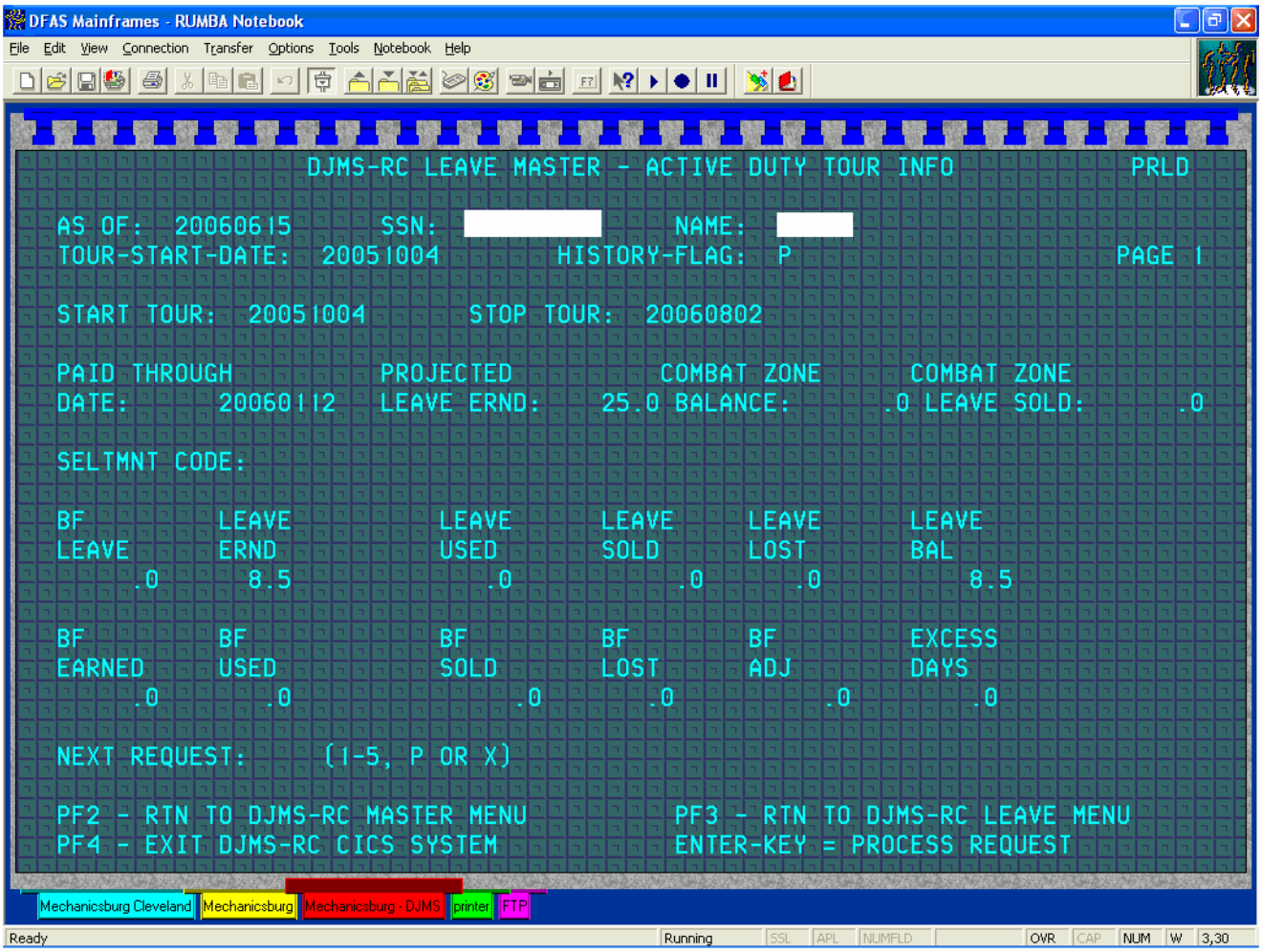
Make a selection from the Drop-down list; drop-down choices are:

O = Officer
W = Warrant Officer
E = Enlisted

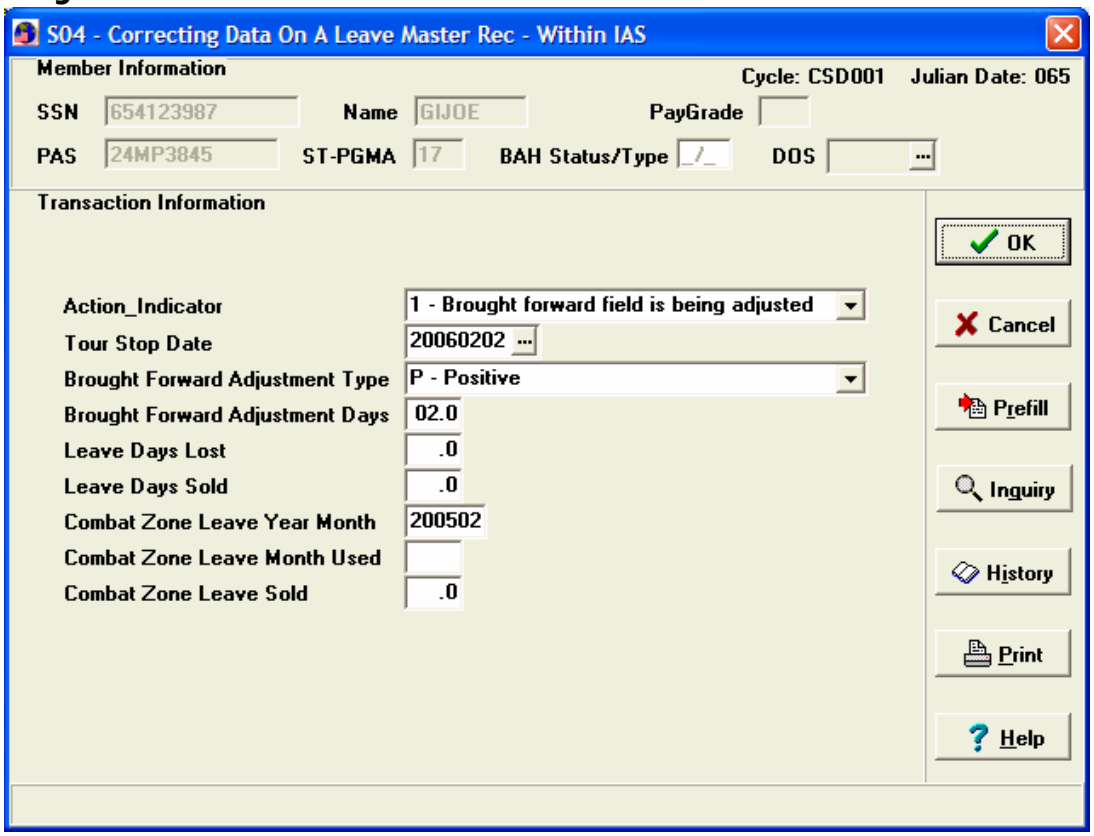
PAY GRADE ON TOUR STOP DATE

Must be numeric. If the Military Classification Code is O, enter 01-10. If the Military Classification Code is W, enter 21-25. If the Military Classification Code is E, enter 31-39.

Example of leave master record



Adjustments to the Leave Master Record - TIN S04



Help Screen for S04

S04 CORRECTING DATA ON A LEAVE MASTER RECORD - WITHIN IAS

ACTION INDICATOR

Make a selection from the Drop-down list; drop-down choices are:

1 = Brought forward field is being adjusted
2 = Leave Days lost or sold are being adjusted
3 = Leave Days lost or sold are being adjusted
4 = Combat Zone leave used for a month is being adjusted
5 = Combat Zone leave sold is being adjusted

TOUR STOP DATE

Must contain a valid date in YYYYMMDD format. Date must be a valid tour stop date on an open Leave Master Record, where the Tour Stop Date for the last period of Active Duty is within IAS.

Help Screen for S04 continued

BROUGHT FORWARD ADJUSTMENT TYPE

Make a selection from the Drop-down list. Must be blank when the Action Indicator is 2-5. Must be P or N when the Action Indicator is 1. Drop-down choices are:

Blank
P = Positive
N = Negative

BROUGHT FORWARD ADJUSTMENT DAYS

Must be numeric. Must be zero if the Action Indicator is 2-5. If the Action Indicator is 1, this field must be greater than or equal to zero and less than or equal to 60 (60 days). The last position of this field must always be zero or 5. If a half-day is to be input, the decimal point must precede the 5. For example, ten and one-half days should be entered as 10.5. Sixteen days should be entered as 16 (no decimal).

LEAVE DAYS LOST

Must be numeric. Must be zero if the Action Indicator is 1, 3, 4 or 5. When the Action Indicator is 2, this field must be greater than or equal to 00.5 and less than or equal to 30 (30 days). If a half-day is to be input, the decimal point must precede the 5. For example, ten and one-half days should be entered as 10.5. Sixteen days should be entered as 16 (no decimal).

LEAVE DAYS SOLD

Must be numeric. Must be zero if the Action Indicator is 1, 2, 4 or 5. When the Action Indicator is 3, this field must be greater than or equal to 00.5 and less than or equal to 60 (60 days).). If a half-day is to be input, the decimal point must precede the 5. For example, ten and one-half days should be entered as 10.5. Sixteen days should be entered as 16 (no decimal).

COMBAT ZONE LEAVE YEAR MONTH

Must be numeric. Must be zero if the Action Indicator is 1, 2, 3 or 5. When the Action Indicator is 4, this field must contain a valid date in YYYYMM format.

COMBAT ZONE LEAVE MONTH USED

Must be numeric. Must be zero if the Action Indicator is 1, 2, 3 or 5. When the Action Indicator is 4, this field must be greater than or equal to zero and less than or equal to 025. The last position of this field must always be zero or 5.

COMBAT ZONE LEAVE SOLD

Must be numeric. Must be zero if the Action Indicator is 1, 2, 3 or 4. When the Action Indicator is 5, this field must be greater than or equal to 005 and less than or equal to 600 (60 days). The last position of this field must always be zero or 5.

Requesting Advance Leave

Rules to request advance leave

a. Advance leave is chargeable leave granted in anticipation of the accrual of leave during the remaining period of active duty and may be granted for—

(1) A soldier who has an emergency.
(2) A soldier who has an urgent personal or morale problem.
(3) Accession or PCS move.
(4) A pregnant soldier who desires home leave.

b. Advance leave is with pay and allowances, including leave accrual.

c. Soldiers may be granted advance leave only when accrued leave is exhausted.

d. Advanced leave changes to excess leave on date of separation, reenlistment, or entry into an extension of enlistment.

e. Advance leave may be granted together with expiration of term of service (ETS) or retirement provided transition processing is not interfered with.

f. Leave does not accrue during periods of excess leave.

g. The unit commander is the approval authority for advance leave requests for up to 30 days. Requests for advanced leave in excess of 30 days must be forwarded to PERSCOM (TAPC–PDO–PO), 200 Stovall Street, ALEX VA 22332–0474 for approval.

h. To avoid excessive minus leave balances, advance leave will be limited to the minimum amount of leave needed.

Further advance leave will normally be limited to the lesser of—

(1) Thirty days.
(2) The amount of leave that will be earned during the remaining period of the current tour of active duty.

The current tour of active duty includes current enlistment, excluding extensions that have not become effective for enlisted soldier.

(3) While serving an extension, the amount of leave that will accrue prior to the date of separation.

i. Advance leave will not be granted together with excess leave authorized for soldiers—

(1) In professional degree programs.
(2) In officer procurement programs.
(3) Being processed for punitive, administrative, or disability discharge.

Rest and Recuperation Leave

Rest and Recuperation leave is a chargeable leave program that authorizes use of ordinary leave to allow soldiers leave away from hostile fire and imminent danger areas. R&R leave is taken in designated areas.

a. the unit commander is the approval authority for R&R leave.
b. DODFMR 7000.14-R provides areas designated as special pay duty subject to hostile fire and imminent danger.
c. R&R periods are limited to one trip per 12 month period.
d. R&R leave may not be combined with other absences.
e. Travel to and from R&R areas is provided on a space-required basis.
f. Travel to and from R&R areas are not charged to leave.
g. Chargeable leave begins the day after the soldier arrives at the Army Port of Departure (APOD).
h. Charge leave ends the day prior to the day the soldier returns to the Army Port of Embarkation (APOE).
i. Major commanders are authorized to request establishment of R&R areas from: HQDA (DAPE-MBB), Washington DC 20310-0512
j. The office of the secretary of Defense must approve R&R locations.
k. The following requirements must be met before designation may be considered.

    1. Soldiers are in an area which qualifies for hostile fire and imminent danger pay. (DODFMR 7000.14-R provides these locations.
    2. Soldiers are on an unaccompanied tour.
    3. Annual leave program is restricted due to military necessity.
    4. Official and unofficial travel is controlled.

Emergency Leave

a. Soldiers may request emergency leave with or without American Red Cross verification. Most soldiers are mature and responsible individuals whose emergency leave needs can be considered on their merits.

b. The unit commander is the approval authority.

c. The unit may request verification through the Field Director, American Red Cross (AMCROSS) or, if necessary, from the military activity nearest the location of the emergency, if they doubt the validity of a situation or of the necessity of the soldier’s presence. Commanders should not disapprove emergency leave based solely on a lack of a Red Cross message.

d. Soldiers may be authorized emergency leave for up to 30 days for emergency situations within the immediate family. For a person in loco parentis, the soldier must sign a statement verifying loco

parentis. The immediate family includes the following family members of either the soldier or the soldier's spouse:

(1) Parents, including stepparents.
(2) Spouse.
(3) Children, including stepchildren.
(4) Sisters, including stepsisters.
(5) Brothers, including stepbrothers.
(6) Only living blood relative.
(7) A person in loco parentis. A person in loco parentis is one who stood in place of a parent to the soldier or the soldier's spouse for 24 hours a day, for at least a 5-year period before the soldier or the soldier's spouse became 21 years of age. The person must have provided a home, food, clothing, medical care, and other necessities as well as furnished moral and disciplinary guidance and affection. A grandparent, or other person, normally is not considered to have stood in place of a person when the parent also lived at the same residence. A person is not considered in loco parentis for performing baby-sitting or providing day care services.

e. Guidelines for authorizing emergency leave are as follows:
(1) When the soldier's presence will contribute to the welfare of a terminally ill member of the immediate family when the expected date of death is within the month. 45 AR 600–8–10 • 31 July 2003
(2) Because of the death of an immediate family member.
(3) For a serious situation involving accident, illness, or major surgery that cannot be postponed due to the urgency of the medical condition. The situation must result in a serious family problem. The family problem must impose important responsibilities on the soldier that must be met immediately and cannot be accomplished from his duty station or by any other individuals or by other means.
(4) Because the soldier is affected personally by a disaster (for example, hurricane, tornado, or flood) when severe or unusual hardship would be encountered if the soldier failed to return home.

f. Guidelines for other types of situations where a soldier may request emergency leave for situations within the immediate family, but where ordinary leave should be considered, are as follows:
(1) Pregnancy of spouse and childbirth. (Request should be approved if a severe life threatening situation is documented.)
(2) Marital problems that need resolving, threatened divorce, or other personal problems. (Request should be approved if a severe life threatening situation is documented.)
(3) To attend court hearings to resolve financial problems. (Money spent on emergency leave may aggravate problem.)
(4) To assist in harvesting crops or participating in managing business firms.

(5) Psychoneurosis based on family separation. (Exceptions may be made when the attending physician believes that a severe psychotic episode is indicated and the member's return might prevent institutionalization.)

(6) To settle estate of a deceased relative.

(7) Situations involving a grandparent (not in loco parentis) aunt, uncle, cousin, niece, or nephew (when not the only living blood relative) or for a friend, fiancée, or fiancé.

g. Soldiers may use accrued, advanced, excess leave or a combination.

h. A soldier's family members, friends, or relatives may seek emergency leave for a soldier through the local chapter of the AMCROSS. The local chapter of the AMCROSS verifies the circumstances and reports them directly to the Field Director, AMCROSS, in CONUS or the overseas areas. Field Directors refer the reports to the appropriate Army command for evaluation and decision. Where applicable, the Red Cross may present the request directly to the Chiefs of missions, Military Assistance Advisory Groups (MAAG), or attaché offices.

Special Leave Accrual

a. The intent of special leave accrual is to provide relief to soldiers who are not authorized leave when undergoing lengthy deployment or during periods of hostility.

b. The leave program is designed to encourage the use of leave as it accrues rather than to accumulate a large leave balance. Soldiers who accumulate a leave balance to the maximum level risk losing their leave should a situation occur that prevents or delays leave use.

Authorization

a. Section 701f, title 10, United States Code (10 USC 701f) provides special leave accrual to soldiers who meet the criteria in this section.

b. Special leave accrual is authorized to soldiers who served in an area in which he or she was entitled to hostile fire or imminent danger pay for at least 120 continuous days. (See DODFMR 7000.14–R for hostile fire or imminent danger locations). No additional criteria is required under this paragraph for approval.

c. Soldiers assigned to a designated deployable ship, designated mobile unit, or other similar prescribed duty may be authorized special leave accrual if operational requirements prevented use of leave.

d. Soldiers who meet all the following conditions may also qualify for special leave accrual:

(1) Deployed for a lengthy period, normally 60 or more days.

(2) Deployed to meet a contingency operation of the United States.

(3) Deployed to enforce national policy or an international agreement based on a national emergency or in the need to defend national security.

(4) Prevented from using leave through the end of the FY because of deployment.

Requesting Special Leave Accrual

a. The criteria are based on law. Therefore, exceptions are not permitted.

b. Special leave accrual authorizes soldiers to carry forward up to 90 days of leave at the end of an FY (60 days normal leave carry over plus 30 days special leave accrual).

c. Commanders in the grade of 05 or higher are the approving authority for soldiers who serve at least 120 continuous days in an area in which the soldier is entitled to hostile fire and imminent danger pay. Commanders will not approve special leave accrual until after the FY, when it becomes known how much leave soldier will lose.

d. Soldiers may continue to qualify for the 120-day requirement when hospitalized outside the designated area due to injuries resulting from hostile action. Qualification continues when the soldier remains entitled to receive hostile fire and imminent danger pay.

e. The CG, PERSCOM, is the approval authority for requests for special leave accrual for soldiers who meet the criteria in paragraph 3–2d above. Requests must contain information in (1) through (11) below; otherwise, they will be returned without action. Requests will provide—

(1) Information why soldiers were deployed for a lengthy period, normally 60 or more days, during fiscal year. (PERSCOM will consider requests that are less than 60 days if soldier is deployed through the end of the fiscal year.)

(2) The date command was notified of deployment requirements.

(3) Who directed deployment requirement.

(4) Unclassified name of the operation, if applicable.

(5) The date the soldier was notified of the deployment requirement.

(6) The date of departure on deployment and the date of return or projected return.

(7) Information concerning commander’s annual leave program and the soldier’s ability to take leave during the fiscal year.

(8) The soldier’s leave schedule prior to notification of the deployment requirement.

(9) Whether the soldier could have taken any leave after notification of deployment, and prior to departure on deployment. Explain.

(10) Whether soldier could have taken any leave or can take leave while deployed. If not, what prevented or is preventing leave use.

(11) How many leave days soldier lost or will lose at the end of the fiscal year.

f. Leave accrual in excess of 60 days is credited only for use, not for payment.

g. Accrued special leave accrual must be used before the end of the third fiscal year after the fiscal year in which the qualifying service ended. For example, if qualifying service terminated September 1990 (FY 90), soldier must use leave by the end of the FY 1993 (30 Sep 93) or lose all accrued leave over 60 days.

h. A portion of the leave balance that exceeds 60 days regardless of whether or not the soldier was assigned to a designated activity cannot be approved.

(For example, soldier deployed to a designated activity on 15 September 1992. On that day, the soldier had a leave balance of 80 days. On 30 September 1992, the soldier had a leave balance of 82.5 days. Since the soldier could not have reduced his or her leave balance to 60 days before 30 September 1992, the total accumulation (82.5) cannot be carried over. Only that portion, that could not have been taken, can be carried over. In this example, the soldier would lose 6.5 days at the end of the FY (82.5 days minus 60.0 days leaves 22.5 days). From 22.5 days subtract 16.0 days (the number of day’s soldier could have used before 1 October 1992).

i. U.S. Army Reserve (USAR) Active Guard Reserve soldiers who qualify under this section must have their requests routed through the servicing military personnel organization to Commander, U.S. Army Reserve Personnel Center (ARPERCEN) for approval.

Requesting special leave accrual

1. Unit/Identifies soldiers who served in a hostile fire/imminent danger pay area for at least 120 consecutive days the previous year.
2. Commander Approves requests for soldiers who meet criteria.
3. Unit Processes approved requests to the servicing Finance and Accounting Office or equivalent.
4. Soldier Requests special leave accrual.
5. Commander Disapproves personnel requests from soldiers who clearly do not meet criteria.
6. Unit Use memorandum or DA Form 4187, to request special leave accrual for soldiers who meet the criteria.
7. Unit Send request through chain of command, including MACOM, to Commander, PERSCOM, (TAPC–PDO), Alexandria VA 22332–0474 for approval or disapproval after the end of the fiscal year.

8. Unit Send Active Guard Reserve (AGR requests through chain of command including MACOM directly to Commander, ARPERCEN, (DARP–AR), 9700 Page Boulevard, St. Louis, MO 63132–5200)

Notes:

1. DODFMR 7000.14–R provides approved hostile fire and imminent danger locations.
2. Disapprove personal requests from soldiers who clearly do not fall within approval criteria (para 3–1). These requests include, but are not limited to, soldiers losing leave on an individual basis because of:

a. PCS.
b. Temporary duty (TDY) in performance of normal duties or training.
c. PTDY.
d. Hospitalization.
e. Assignment, detail, or TDY to special duties or projects, study group or similar duty.
f. Participation in scheduled training exercises.
g. Participation in sporting activities.
h. Assignment to expanded duties or a more responsible position.
i. Disapproval of a soldier’s leave request due to operational requirements (unless due to preparation for a deployment and subsequent deployment).
j. Soldier’s withdrawal of a leave request.
k. Failure to submit a request due to operational requirements unless necessitated by a national crisis or national emergency.

(Remainder of page reserved for future use)

Chapter 7

DEDUCTIONS

Reserve Deductions Include:

1.) Service Member's Group Life Insurance (SGLI)
2.) Family Service Member's Group Life Insurance (FSGLI)
3.) State Sponsored Life Insurance (SSLI)
4.) Dependent Dental Program (DDP)

1.) SERVICEMEN'S GROUP LIFE INSURANCE (SGLI)

A. BACKGROUND

The National Veterans Authorization Act of 1992 changed the SGLI maximum coverage from $100,000 to $200,000 effective December 1, 1992. All members had a 120-day period to sign up for the increased coverage beginning December 1, 1992. After the 120 day enrollment period to sign the 120 day enrollment period (April 1, 1993), members could still request the additional insurance, but would have to take a physical examination to prove good health.

The last change occurred September 1, 2005 when the amount increased from $200,000 to $400,000 for maximum coverage, with payments in $50,000 increments. Current rates can be found using the DJMS module JWMM, Table 071.

A deduction for coverage of SGLI (Option T) is established on the Master Military Pay Account (MMPA) for all members upon accession. A member who desires no insurance may apply for SGLI at a later date. A member may also request reduced coverage.

Please read the instructions before completing this form.

Servicemembers' Group Life Insurance Election and Certificate

Use this form to: (check all that apply)
- ❑ Name or update your beneficiary
- ❑ Reduce the amount of your insurance coverage
- ❑ Decline insurance coverage

Important: This form is for use by Active Duty and Reserve members. This form does not apply to and cannot be used for any other Government Life Insurance.

Last name First name Middle name	Rank, title or grade	Social Security Number

Branch of Service (Do not abbreviate)	Current Duty Location

Amount of Insurance

By law, you are automatically insured for $400,000. ***If you want $400,000 of insurance***, skip to *Beneficiary(ies) and Payment Options*. ***If you want less than $400,000*** of insurance, please check the appropriate block below and write the amount desired and your initials. Coverage is available in increments of $50,000. ***If you do not want any insurance****, check the appropriate block below and write (in your own handwriting), "I do not want insurance at this time."

Declining SGLI coverage also cancels all family coverage under the SGLI program.

❑ I want coverage in the amount of $_____ Your initials_____

❑ _____

(Write "I do not want Insurance at this time.")

**Note:* Reduced or refused insurance can *only* be restored by completing form SGLV 8285 with proof of good health and compliance with other requirements. Reduced or refused insurance will also affect the amount of VGLI you can convert to upon separation from service.

Beneficiary(ies) and Payment Options

I designate the following beneficiary(ies) to receive payment of my insurance proceeds. I understand that the principal beneficiary(ies) will receive payment upon my death. If all principal beneficiaries predecease me, the insurance will be paid to the contingent beneficiary(ies).

Complete Name (first, middle, last) and Address of each beneficiary	Social Security Number (if known)	Relationship to you	Share to each beneficiary (Use %, $ amounts or fractions)	Payment Option (Lump sum or 36 equal monthly payments)
Principal				
1.				
2.				
3.				
4.				
☐ Additional Principals on page 5 (check if applicable)				
Contingent				
1.				
2.				
3.				
4.				
☐ Additional Contingents on page 5 (check if applicable)				

I HAVE READ AND UNDERSTAND the instructions on pages 2 and 3 of this form. I ALSO UNDERSTAND that:

- ***This form cancels any prior beneficiary or payment instructions.***
- The proceeds will be paid to beneficiaries as stated in #6 on page 3 of this form, unless otherwise stated above.
- If I have legal questions about this form, I may consult with a military attorney at no expense to me.
- I cannot have combined SGLI and VGLI coverages at the same time for more than $400,000.

SIGN HERE IN INK ➢ _____ Date: _____

(Your signature. Do not print.)

Do not write in space below. For official use only.

WITNESSED AND RECEIVED BY:	RANK, TITLE OR GRADE	ORGANIZATION	DATE RECEIVED

SGLV 8286, September 2005

Original Copy - Member's Official Personnel File p. 2
Photocopy 1 - To Member
Photocopy 2 - To Active or Reserve Component of Uniformed Service

B. SPECIAL CONDITIONS

The A27 transaction is used to change member's SGLI coverage option. The change for SGLI must be for the current processing month or it will reject. The current SGLI rates are listed in Table 071.

TABLE 071 – SERVICEMENS GROUP LIFE INSURANCE

```
                        JUMPS TABLE 071  (INQUIRY)
                                   PRODUCTION
                           SERVICEMENS GROUP LIFE INS

       CURRENT EFFECTIVE  DATE: 2006 07 01
               PROCESSING DATE: 2006 06 12

  OPTION   COVERAGE      RATE

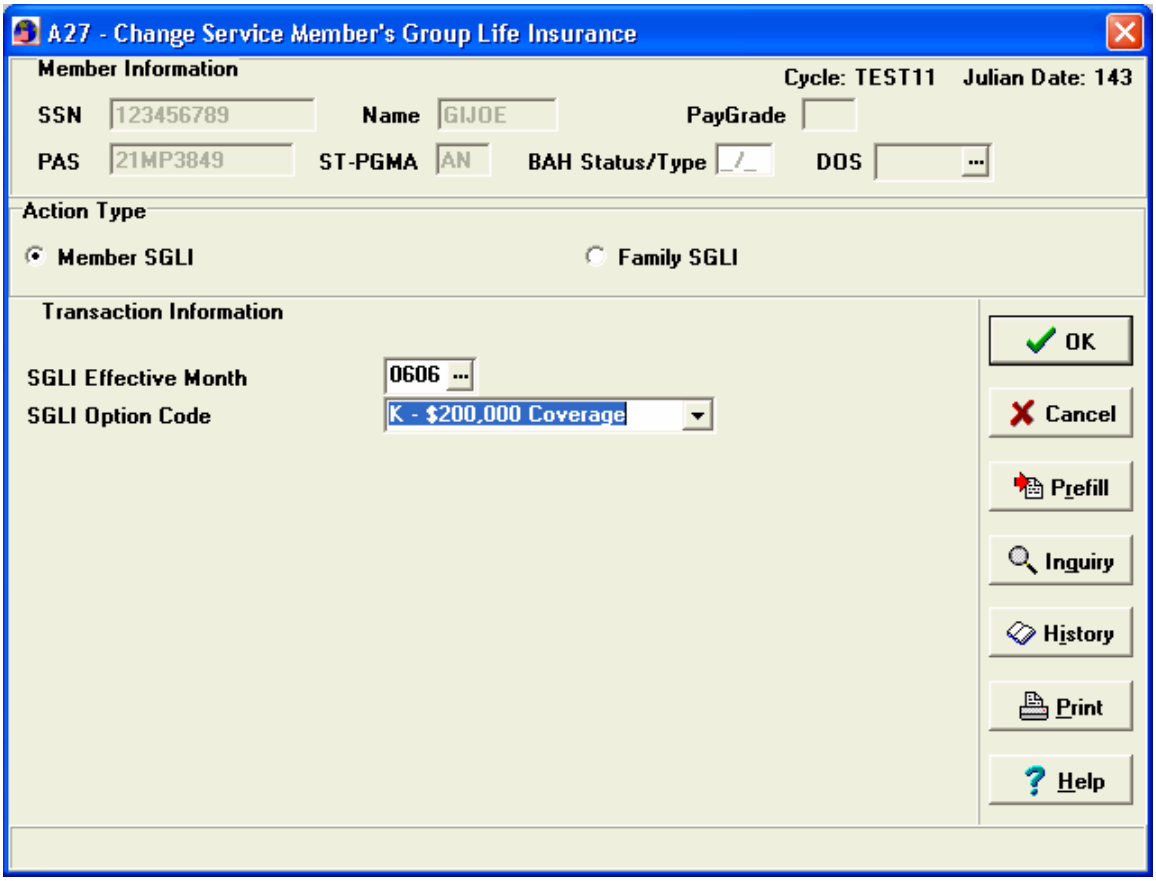
    0            0        0.00
    5       50,000        3.50
    A      100,000        7.00
    F      150,000       10.50
    K      200,000       14.00
    Q      250,000       17.50
    R      300,000       21.00
    S      350,000       24.50
    T      400,000       28.00

                 <PF1>: HELP
                 <PF3>: EXIT
```

C. EFFECTS OF MMPA POSTING

The A27 transaction will update the MMPA (page 4). The beginning of each month the system generates a DV debt for the current SGLI election.

A27 CHANGE SERVICE MEMBER'S GROUP LIFE INSURANCE



A27 Help Screen

SGLI EFFECTIVE MONTH

Enter the SGLI effective date in YYMM format. Must be current month or current month plus one month in the future. Cannot be less than the current processing date.

SGLI OPTION CODE (MEMBER)

On September 1, 2005, a new maximum coverage of $400,000 was implemented. Coverage amounts were changed to increments of $50,000.

Coverage for the maximum $400,000 is $28 per month.

Make a selection from the drop down list.

0 = No SGLI coverage	
5 = $50,000	Q = $250,000
A = $100,000	R = $300,000
F = $150,000	S = $350,000
K = $200,000	T = $400,000

A27 Help Screen (con't)

SPOUSE'S SGLI AGE BRACKET

May be blank or A-L. Drop down choices are:

A = under 25	G = 50-54
B = 25-29	H = 55-59
C = 30-34	I = 60-64
D = 35-39	J = 65-69
E = 40-44	K = 70-74
F = 45-49	L = 75+

SPOUSE'S SGLI OPTION

May be blank, numeric (0-9) or A. Drop down choices are:

0 = No SGLI coverage	
1 = $10,000	6 = $60,000
2 = $20,000	7 = $70,000
3 = $30,000	8 = $80,000
4 = $40,000	9 = $90,000
5 = $50,000	A = $100,000

SPOUSE'S SGLI OPTION EFFECTIVE DATE

May be blank or contain a valid date in YYMM format. If a date is entered it must not be prior to the current YYMM or greater than the current YYMM + 1 month.

2.) FAMILY SERVICE MEMBERS GROUP LIFE INSURANCE

A. Eligibility: Effective November 1, 2001, FSGLI automatically covers spouses and dependent children (insurable dependents) of uniformed service members. In order for the spouse and children to be eligible for family coverage, the service member must be enrolled in the full-time SGLI coverage. Enrollment for members of the Uniformed Services is based on dependent information in the Defense Enrollment Eligibility Reporting System (DEERS). For Marine Corps members, enrollment is based on dependent information on the Marine Corps Total Force System (MCTFS).

Spousal Coverage: A spouse of an eligible member is automatically covered in the amount of $100,000. However, coverage of a spouse cannot exceed the member's SGLI coverage if such coverage is less than $100,000. For example, if the member's SGLI coverage is $80,000.00, then the coverage for the spouse cannot exceed $80,000.

Cost: The premiums are based on the age and the amount of coverage of the spouse. The premium rates for the spouse are as follows:

Age	Monthly Rate (Per $10,000)	Monthly Cost (Per $100,000)
Under 35	$0.90	$9.00
35 - 44	$1.30	$13.00
45 - 49	$2.00	$20.00
50 - 54	$3.20	$32.00
55 - OVER	$5.50	$55.00

Children's Coverage: Each child is covered in the amount of $10,000 at no cost to the member. The member may not decline coverage or elect to insure any child for less than $10,000. In the case of a member married to another member, more than one member may not insure a child. The child shall be insured by the coverage of the member whose eligibility for insurance occurred first, except in cases where the senior member does not have legal custody of the child. In such cases, the child will be insured by the coverage of the member who has custody of the child.

Member Married to Member: A member married to another member is eligible for coverage under this program. A member must ensure information in the DEERS/MCTFS is

updated to reflect that the spouse is a member of the Uniformed Services so they can be automatically enrolled in FSGLI. Refer to paragraph above for children's coverage.

For settlement of claim, or any other information regarding FSGLI refer to Chapter 47 of the DODFMR Vol. 7 A.

Family Coverage Election Form

Please read the instructions before completing this form.

Family Coverage Election

Servicemember's Information

Last name First name Middle name Suffix (Jr., Sr., etc.)	Date of Birth	Social Security Number
Branch of Service (Do not abbreviate)	Rank, title or grade	

Amount of Insurance

Family Coverage for Dependent Child(ren). By law, if you are insured under SGLI, each of your dependent children (see page 3 for a definition of dependent children for SGLI purposes) is automatically insured for $10,000.

Family Coverage for Spouse. By law, if you are insured under SGLI, **your spouse is automatically insured for $100,000 or the amount of your SGLI coverage**, whichever is less. ***If you want less than the automatic amount of coverage for your spouse***, please check the appropriate block below and write the amount desired and your initials. Coverage is available in increments of $10,000. ***If you do not want any coverage for your spouse****, check the appropriate block below and write (in your own handwriting), "I do not want coverage for my spouse at this time."

- ❑ I want coverage in the amount of $_____
- ❑ _____
  (Write "I do not want coverage for my spouse at this time.")

Note: Reduced or refused family coverage can *only* be restored by completing form SGLV 8285A with proof of good health and compliance with other requirements.
It will also affect the amount of insurance your spouse can convert when Family Coverage expires.

Spouse's Information

(To be completed by member. It is not necessary to complete this section if you're declining coverage.)

Last name First name Middle name Suffix (Jr., Sr., etc.)	Social Security Number
Date of Birth (dd-mmm-yyyy e.g. 24-AUG-1965)	

Premiums for Spousal Coverage

Spouse's age:	*Monthly rate per $10,000*	*Monthly cost for $100,000 coverage*
Under 35	$.55	$5.50
35-39	$.70	$7.00
40-44	$.90	$9.00
45-49	$1.40	$14.00
50-54	$2.70	$27.00
55-59	$4.00	$40.00
60 & older	$5.20	$52.00

I HAVE READ AND UNDERSTAND the instructions on pages 2 and 3 of this form and certify that the information I have provided is correct.

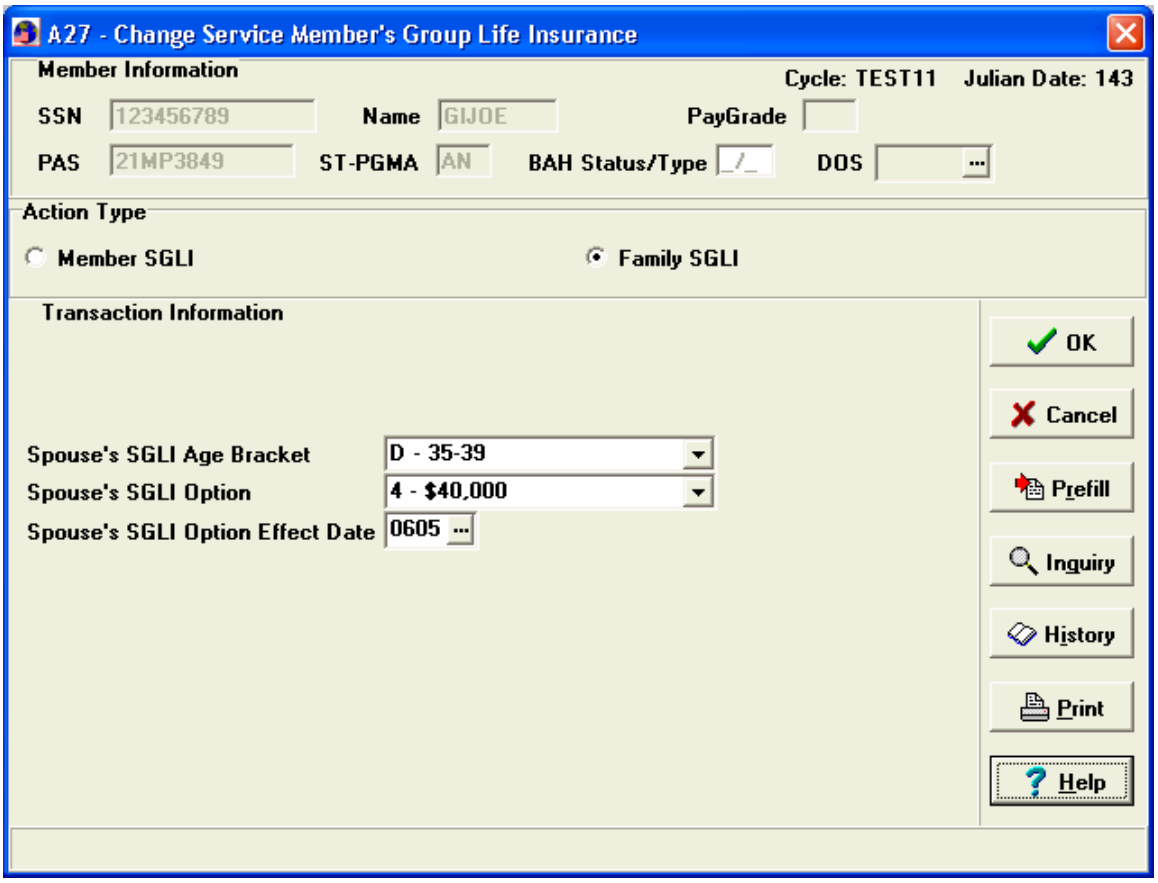
SIGNATURE OF SERVICEMEMBER ➢ _____ Date: _____ (dd-mmm-yyyy e.g. 01-NOV-2001)

Do not write in space below. For official use only.

Received by: (please print)	Rank, title or grade	Organization	Date Received (dd-mmm-yyyy e.g. 01-NOV-2001)

Original Copy - Member's Official Personnel File
Photocopy 1 - To Member
Photocopy 2 - To Payroll Unit

A27 – Change Service Member's Group Life Insurance



A27 Help Screen

SGLI EFFECTIVE MONTH

Enter the SGLI effective date in YYMM format. Must be current month or current month plus one month in the future. Cannot be less than the current processing date.

SGLI OPTION CODE (MEMBER)

On September 1, 2005, a new maximum coverage of $400,000 was implemented. Coverage amounts were changed to increments of $50,000.

Coverage for the maximum $400,000 is $28 per month.

Make a selection from the drop down list:

0 = No SGLI coverage	
5 = $50,000	Q = $250,000
A = $100,000	R = $300,000
F = $150,000	S = $350,000
K = $200,000	T = $400,000

A27 Help Screen (con't)

SPOUSE'S SGLI AGE BRACKET

May be blank or A-L. Drop down choices are:

A = under 25	G = 50-54
B = 25-29	H = 55-59
C = 30-34	I = 60-64
D = 35-39	J = 65-69
E = 40-44	K = 70-74
F = 45-49	L = 75+

SPOUSE'S SGLI OPTION

May be blank, numeric (0-9) or A. Drop down choices are:

0 = No SGLI coverage

1 = $10,000	6 = $60,000
2 = $20,000	7 = $70,000
3 = $30,000	8 = $80,000
4 = $40,000	9 = $90,000
5 = $50,000	A = $100,000

SPOUSE'S SGLI OPTION EFFECTIVE DATE

May be blank or contain a valid date in YYMM format. If a date is entered it must not be prior to the current YYMM or greater than the current YYMM + 1 month.

3.) Combat Service Members Group Life Insurance (C-SGLI)

a. Section 437 of the National Defense Authorization Act for Fiscal Year 2006 (Public Law 109-163) allows the payment of an allowance to cover a portion of monthly premium for Service members Group Life Insurance (SGLI) for members deployed outside of the United States on orders in support of Operation Enduring Freedom (OEF) or Operation Iraqi Freedom (OIF). This payment is called Combat Service Members Group Life Insurance (C-SGLI).

b. C-SGLI is effective February 1, 2006. Retroactive and current C-SGLI payments are expected to be paid in the month of November 2006, for all Soldiers with SGLI coverage and who serve or served in OIF/OEF, under Combat Zone Tax Exclusion (CZTE) and received payment of Hostile Fire Pay (HFP). C-SGLI falls under the same rules for payment of

HFP. The Soldier will receive payment of the allowance for the entire month, even if the Soldier served less than one month in a HFP/CZTE zone.

c. C-SGLI, plus $1.00 for Traumatic SGLI (T-SGLI), is paid to qualified Soldiers as an allowance equal to the amount of the SGLI premium deduction made for the first $150,000 of SGLI coverage held by the Soldier. If a Soldier elects to be insured in an amount less than $150,000, the amount of the allowance is equal to the amount of the deduction made. If a Soldier elects coverage greater than $150,000, the Soldier pays the difference between the premium cost for $150,000 and the amount of the premium for the coverage greater than $150,000. Below are examples.

C-SGLI / SGLI RATES EFFECTIVE 1 JULY 2006			
Coverage Amount	Premium	Army Pays	Soldier Pays
$50,000	$3.50 plus $1.00 $4.50	$4.50	$4.50 <$4.50>Reimbursement $0 Soldier pays
$100,000	$7.00 plus $1.00 $8.00	$8.00	$8.00 <$8.00>Reimbursement $0 Soldier pays
$150,000	$10.50 plus $1.00 $11.50	$11.50	$11.50 <$11.50>Reimbursement $0 Soldier pays
$200,000	$14.00 plus $1.00 $15.00	$11.50	$15.00 <$11.50>Reimbursement $3.50 Soldier pays
$400,000	$28.00 plus $1.00 $29.00	$11.50	$29.00 <$11.50>Reimbursement $17.50 Soldier pays
** The $1.00 added to the premium is for Traumatic SGLI (T-SGLI) ** (Note): February to June 2006, the max reimbursement for C-SGLI was $10.75. $3.25 for each increment of $50,000 coverage.			

Responsibilities / Payments.

a. Monthly payment of C-SGLI is made when the mobilization station or the servicing finance office at the Theater of Operations manually inputs TIN A35 for payment of HFP. The A35 TIN automatically creates the A90 TIN for CZTE which identifies the Account Processing Code (APC) for the country code for OIF or OEF. From the APC country code, Defense Joint Military System – Reserve Component (DJMS-RC) automatically makes a payment of C-SGLI as reimbursement of SGLI premiums collected for that month. Reimbursement will generally be paid in the following month during the same timeframe refund of Federal and State Taxes withheld are refunded due to CZTE.

b. Current and future payments of C-SGLI will be generated upon input of the A35/A90 by the mobilization station or the servicing finance office at the Theater of Operations.

c. On the Soldier’s LES there will not be a specific remark stating payment of C-SGLI. In the entitlements block of the LES, payment of C-SGLI will be identified as “OTHER CREDITS.” A remark is provided in the remarks section of the LES. An example of the remark generated on the LES for payment of $10.75, will state, “ADJUSTMENT PAY: TAXAB PAY NO FICA $7.50 (Period of Payment); also, “ADJUSTMENT PAY: NON-TAXABLE ENT $3.25 (Period of Payment).

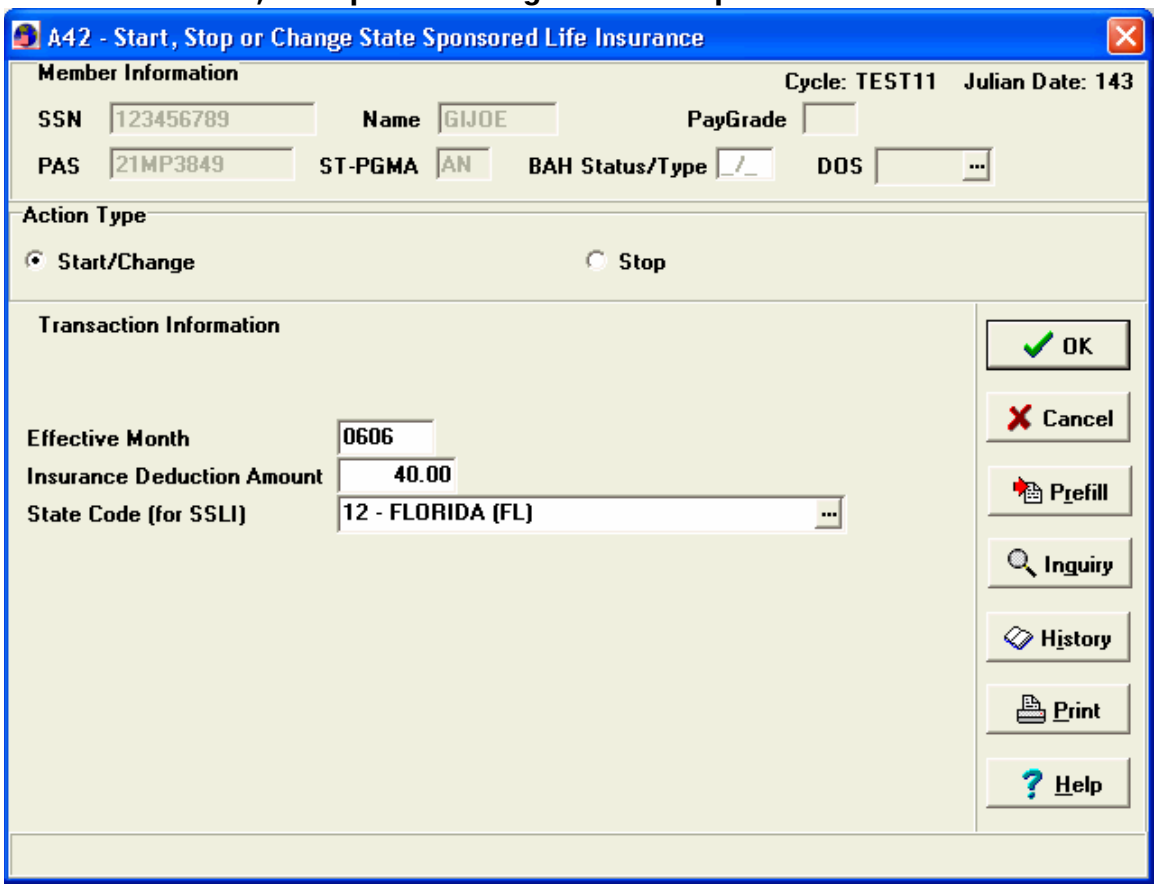
d. Because this C-SGLI allowance is part of the earnings received while in a qualified hazardous duty area or designated CZTE zone, it is excluded from taxable income. An exception to this will be for officers when their monthly taxable income exceeds the maximum monthly enlisted rate (plus Imminent Danger Pay (IDP)/HFP) for that month. Then the portion of the allowance that exceeds $3.25 is considered taxable income by Public Law.

4.) STATE SPONSORED LIFE INSURANCE (SSLI)

A. BACKGROUND

The state sponsored life insurance is an additional life insurance plan. The plan is for National Guard members only. The rates vary depending on the state's insurance provider. A debt is established monthly to collect the premium. To change/stop the deduction, a TIN A42 is processed.

A42 – Start, Stop or Change State Sponsored Life Ins



A42 START, STOP, OR CHANGE STATE SPONSORED LIFE INSURANCE

START/CHANGE BUTTON

Enter the necessary information to start this transaction. To change this transaction, data in the fields listed below will be filled with previously reported information. You may change one or all of the fields.

A42 START, STOP, OR CHANGE STATE SPONSORED LIFE INSURANCE (con't)

STOP BUTTON

If the stop button is selected, the Insurance Deduction Amount will be zero filled and dimmed.

EFFECTIVE YEAR MONTH

The date must be entered in YYMM format for start, stop and change transactions. Enter the year and month after the date of authorization on the AF Form 1548. Example: AF Form dated 23 Sept 1992; the effective date will be 9210. Date cannot be less than member's date of gain or pay date. Must be greater than any previous A42 transaction effective date. Cannot be greater than member's date of separation.

INSURANCE DEDUCTION AMOUNT

Enter the deduction amount to include the decimal point. DMO will allow 2 characters before adding a decimal point and zero-filling the cents. Example: for a $20.00 amount, enter 20.00 or 20. The deduction amount must not equal the amount already established on members MMPA. The system will zero fill this field when the STOP button is selected.

STATE CODE

Enter one of the following state codes listed in the dialogue box. Use the arrow keys to move around within the dialogue box or use the filters to locate the applicable state code. NOTE: The dialogue box contains two filters, description and search field.

Description: Type the first letter of the state code you are searching for and the dialogue box will highlight the first state code beginning with that letter. For example if you type the letter W, Washington is highlighted.

Search Field: Type the first letter of the state and the dialogue box will display every code and state that contains that letter. For example if you type the letter W, the following states are listed: Delaware, Hawaii, New Hampshire, New Jersey, New Mexico, New York, Washington, West Virginia, Wisconsin, and Wyoming. Highlight the applicable state and select OK.

01 - Alabama (AL)
02 - Alaska (AK)

A42 START, STOP, OR CHANGE STATE SPONSORED LIFE INSURANCE (con't)

AS - America Samoa (AS)
04 - Arizona (AZ)
05 - Arkansas (AR)
06 - California (CA)
08 - Colorado (CO)
09 - Connecticut (CT)
10 - Delaware (DE)
11 - District of Columbia (DC)
12 - Florida (FL)
13 - Georgia (GA)
GU - Guam
15 - Hawaii (HI)
16 - Idaho (ID)
17 - Illinois (IL)
18 - Indiana (IN)
19 - Iowa (IA)
20 - Kansas (KS)
21 - Kentucky (KY)
22 - Louisiana (LA)
23 - Maine (ME)
24 - Maryland (MD)
25 - Massachusetts (MA)
26 - Michigan (MI)
27 - Minnesota (MN)
28 - Mississippi (MS)
29 - Missouri (MO)
30 - Montana (MT)
31 - Nebraska (NE)
32 - Nevada (NV)
33 - New Hampshire (NH)
34 - New Jersey (NJ)
35 - New Mexico (NM)
36 - New York (NY)
37 - North Carolina (NC)
38 - North Dakota (ND)
39 - Ohio (OH)
40 - Oklahoma (OK)
41 - Oregon (OR)
CZ - Panama Canal Zone
42 - Pennsylvania (PA)
PR - Puerto Rico (PR)
44 - Rhode Island (RI)
45 - South Carolina (SC)
46 - South Dakota (SD)
47 - Tennessee (TN)

A42 START, STOP, OR CHANGE STATE SPONSORED LIFE INSURANCE

48 - Texas (TX)
49 - Utah (UT)
50 - Vermont (VT)
51 - Virginia (VA)
53 - Washington (WA)
54 - West Virginia (WV)
55 - Wisconsin (WI)
56 - Wyoming (WY)
98 - Not designated (Temporary, Non-taxable)
99 - Overseas (All other countries)

Remainder of this page is reserved for future use

4.) DEPENDENT DENTAL PROGRAM

A. Eligibility

The Dependent Dental Program (DDP) is available to family members of Reserve and National Guard members. To be eligible for the DDP, a member must have at least 12 months remaining on a service commitment at the time of enrollment.

B. Enrollment

In most cases, coverage is effective the first day of the month after the month in which a member enrolls and one month's payment is received. Premiums for a DDP are collected as a DV debt. The debt is systematically established at the beginning of the month, the same as SGLI.

(Remainder of this page is reserved for future use)

Chapter 8

PERMANENT CHANGE OF STATION (PCS)

Reserve and National Guard soldiers will not have/use PCS unless they are on the active pay system in an AGR (activated Guard Reserve) or title 10 status. If a service member is on the active pay system PCS would be processed as follows for arrivals and departures.

PCS PROCESSING

INTRODUCTION: the PCS SUBSYSTEM is managed as a status under DJMS-AC. Statuses under this system provide the field user the ability to submit one transaction, which affects a number of other predetermined MMPA entries.

2. Types of PCS Transactions which directly impact the status are of the MMPA are:

- PCS Departure/Detaching: The **SH03** transaction changes the MMPA status to **"SH"**, or PCS status. It is used to report a member who has departed (detached) from their last permanent duty station en route to their new duty station. The entry is posted initially to the fixed status area, or "**S**" category. The processing of an **SH06** (cancel) or **SG03** (PCS arrival/gain) closes it. When this occurs, the entry is moved to the closed portion of the MMPA. There is one other transaction available to the user to amend data originally submitted by the **SG03** transaction: the **SH05** (correct) transaction. This entry is explained further in this booklet.

- PCS Arrival: The **SG03** transaction changes the MMPA status from **"SH"** to **"SA"**, or On Station (present for duty). The **SG** transaction is submitted when a member reports to a new duty station. The elements of the **SG** transaction are posted as a closed **SG** entry. Note: There is no **"SG"** status. Although there is a **SA** transaction to change the member's status to "on station", it is used exclusively to change the MMPA status from a non-pay status such as AWOL or confinement, or a suspended status (**T**).

Chapter 9

Introduction to Allowances

A. Background

Description – The purpose of an Allowance is to provide uniformed service members compensation for food, housing, clothing and the increasing cost of living. Listed below are the different types of Allowances with a brief description. Each Allowance will be discussed in detail through-out this chapter.

9A - Basic Allowance for Subsistence (BAS)

BAS is payable to officers at a monthly rate and to enlisted personnel at a daily rate. BAS is paid as Separate Rations.

9B - Clothing

Clothing is payable to officers at the beginning of a period of service as a “uniform and equipment allowance”. Enlisted personnel receive their uniforms-in-kind at basic training with yearly monetary allowances. Officers and enlisted both have situations where additional clothing allowances or civilian clothing allowances may be authorized.

9C - Basic Allowance for Housing (BAH) includes (VHA) (OHA)

Based on housing costs in local civilian housing markets a member with permanent duty within the United States, who is not furnished government housing, will receive Basic Allowance for Housing (BAH). Basic Allowance for Quarters is now known as Basic Allowance for Housing (BAH) and includes the Variable Housing Allowance (VHA) or Overseas Housing Allowance (OHA) entitlement.

9D - Cost of Living Allowance (COLA)

COLA is authorized to assist a service member in defraying the higher cost-of-living incident to assignment to an Permanent Duty Station (PDS).

9E - Family Separation Allowance (FSA)

The purpose of FSA-I is to compensate a member for added expenses for the member’s housing caused by forced separation or elected separation because a dependant could not accompany the member due to a certified medical reason from family and regular residence. FSA-II helps defray the cost of incidental expenses that may occur due to the absence of the member.

9F – Overseas Cost of Living Allowance

The purpose of Overseas Cost of Living Allowance is a supplement designed to equalize purchasing power between members overseas and their CONUS-based counterparts.

9G – Overseas Housing Allowance/Move In Housing Allowance (MIHA)

The purpose of Overseas Housing allowance is defray the member’s housing costs and includes rent and utility maintenance expenses.

9H – Temporary Lodging Allowance (TLA)

The purpose of TLA is to partially offset lodging and meal expenses when a member and his or her dependents occupy temporary lodging.

Chapter 9A

Basic Allowance for Subsistence (BAS)

Background

Effective January 1, 2002, all enlisted military members in a good status, except Basic Trainees, draw a full BAS monthly rate either at the Standard Rate or at the Rations In Kind Not Available (RIKNA) rate. RIKNA is grandfathered for those drawing it until such time that the Standard Rate is equal to or greater than the current RIKNA rate.

Generally, officers entitled to basic pay are entitled to full BAS at all times on a monthly basis.

If meals are provided by or on behalf of the Government collection for those meals must be made at a daily rate. Collection is made by cash, payroll deduction or by offset/reduction of meal per diem. Members are not entitled to a full BAS rate and free meals provided by or on behalf of the Government.

Advance payment of BAS is authorized under circumstances specified in the DoDFMR, Chapter 32, Advance, Local, Partial, and Emergency Partial Pay. BAS is in addition to the overseas COLA authorized by the JFTR, Chapter 9, part B2.

Definitions

In a discussion of BAS, it is necessary to understand the terms defined in Table 7-1.

Table 7-1, BAS Terminology

Term	Definition
Government Mess	Any of the following, provided it is made available to, or utilized by, the member concerned, even though officers are assessed a charge: • any general or military service organizational mess, including messing facilities of a state-owned National Guard camp • any Army or Air Force officer’s or student officer’s field mess • a Navy, Marine Corps, or Coast Guard officer’s closed mess, officer’s wardroom mess, or warrant Officers and chief petty officer’s mess afloat.

BAS terminology (con't)

Term	Definition
Subsisted in-kind	Applies to enlisted members who do not receive any of the full BAS types because they are furnished meals or rations at no charge from an appropriated fund dining facility or are subsisted at no charge on behalf of the Government
Appropriated Fund Dining Facility	Generic term used in lieu of Government mess, general mess, dining hail, dining activity, dining facility, mess hall, galley, field kitchen, flight kitchen or similar terms used to describe dining facilities funded totally by appropriated funds (excluding activities operated by non-appropriated fund instrumentalities such as officer's mess, club, organized mess and all similar terms).
Subsisted at Government Expense	Applies to all members subsisted in-kind and furnished meals or rations on behalf of the U.S. Government. Meals or rations furnished without charge by a Government contractor or a foreign government, or through a fellowship, grant, or intern program, while a member is receiving basic pay, either under the terms of a contract or agreement or en a complimentary basis, are considered to be furnished I on behalf of the U.S. Government.

BAS terminology (con't)

Term	Definition
RTKNA	Applied to enlisted members while on duty at a permanent station where a Government mess is not available or where it has been determined that it is impracticable for the Government to furnish subsistence in-kind. RIXNA is being phased out and will be eliminated when the current Standard Rate is equal to or greater than the RIKNA rate.
Field Duty	Any maneuvers, war games, field exercises, or similar operations in excess of 180 days, where a member is subsisted in a mess operated by or on behalf of the Government or with an organization drawing field rations.
Sea Duty	Service performed by a permanent party crewmembers in a self-propelled vessel that is in an active status, in commission or in service, and equipped with berthing and messing facilities.
Essential Unit Messing (EUM)	Any group messing declared by appropriate authority as essential for operational readiness, the conduct of military operations, or the effective conduct of training where members are required to use messing provided by or on behalf of the Government. Members are entitled to travel reimbursement for incidental expenses, but not for subsistence. Designation for EUM is applied only to organizational wilts and to operational elements and detachments, not to individual service members.

BAS terminology (con't)

Term	Definition
Temporary Field Assignment (TFA)	Any maneuvers, war games, field exercises, or similar operations of 180 days or less where a member is required to use messing provided by or on behalf of the Government (travel reimbursement is the same as for field duty).
Temporary Afloat	Any service performed on a temporary duty basis in a self-propelled vessel that is in an active status, in commission, or in service, where a member is required to use messing provided by or on behalf of the Government (travel reimbursement is the same as for sea duty).

Policy

Enlisted members in basic training are subsisted in-kind. Normally, enlisted members in pay grades below E-7 who are assigned to single Government quarters at a PDS are required to use the dining facility. For uniformity in making determinations, Government dining (mess) facilities available in the geographical area must be used to the fullest extent compatible with economy and efficiency. Members draw the fill BAS at the Standard Rate and are charged for all meals whether eaten or not at the discount meal rate.

Enlisted members on authorized leave, including proceed time, authorized delays en route between duty stations chargeable as leave, and convalescent leave, are entitled to full BAS at the Standard Rate.

Enlisted members performing PCS travel, including TDY and TAD en-route, under orders away from their designated post of duty are entitled to fall BAS at the Standard Rate.

Enlisted members performing regular or permissive TDY/TAD, not associated with PCS travel, or admitted to hospitals as inpatients under orders away from the designated post continue to draw the Standard Rate.

If a government dining facility is utilized, the member is charged the standard meal rate.

When members of one or more service perform duty under similar conditions at installations, or are assigned to activities within the same area, the commanders confer and ensure uniform determinations on the authorization of BAS. If commanders of more than one service cannot agree on a uniform BAS rate, the senior officer within the area reports the differences, fully documented, through channels to the SecDef.

When members of more than one service perform duty at an installation, the installation commander makes the BAS determinations. Such determinations are binding on all DoD personnel performing duty at that installation.

Military members cannot receive the Standard Rate, RIKNA (grandfathered), or officer BAS, and meals or rations at no charge for the same period of service. Members in receipt of any type of BAS must pay for meals and rations. This is a personal obligation of the individual.

Meals or rations may be paid for with cash, by payroll deduction, or by collection/reduction of otherwise entitled travel per diem. Meals or rations provided by or on behalf of the Government are paid for or charged at the rate set by the TJSD (C). Meals furnished by commercial air carriers, including Air Mobility Command charter flights, are not meals furnished a Government mess or on behalf of the Government.

Officers generally are entitled to full BAS at all times except when in an excess leave status, absent without authority for more than 24 consecutive hours, or otherwise not entitled to basic pay.

Determinations

Non-availability and impracticability of using Government dining facilities is determined in several ways. Commanding officers determine when the location of a Government mess, in relation to members’ posts of duty, makes its use impracticable. Paragraph 250201 and DLI 25-2 of Volume 7A provide policy guidance and rules for making such determinations. Commanders or their designees can determine if assigned duties or unusual work hours prevent those members from eating certain meals in a Government mess. Volume 7A, DLT 25-4, Rules 5 and 6, defines the criteria.

Authorization

Military service regulations can provide retaining the full BAS at the standard Rate for enlisted members in pay grades E-7

and above and for enlisted members in pay grades E4 and above who are residing with their dependents. The exception is for basic trainees. This includes members married to members, with no dependents, who reside together at the permanent station. In addition, members authorized for single rate BAR are authorized to mess separately. Such authorizations are in effect continuously, except as provided in paragraph 250302, or in the service regulations.

Military service regulations may permit commanders, including an enlisted commandant of a noncommissioned officer (NCO) academy, to grant retention of full BAS at the Standard Rate to enlisted members based on factors such as the location of a member’s residence, the specialized duties, the working hours, the dining hall capacity, and the distance to the mess hall.

The factors are guidelines only and should not be construed as all encompassing. Additional extenuating factors, deemed appropriate by commanders, including an enlisted commandant of an NCO academy, can also be considered. Each application is considered on its own merit.

There are applicable military service regulations pertaining to authorizations. For Army members, authorization to full BAS is made in accordance with all Army activities (ALARACT), message 06/01/98. For Navy and Marine Corps members, authorization to mess separately is made in accordance with the Naval Military Personnel Manual or the current edition of Marine Corps Order 10110.33. For Air Force members, authorization to mess separately is made in accordance with the DFAS-Denver (DE) 7073.1-M, DJI\1S FSO Procedures Manual, and the DFAS-DE 7073.2-M, JUMPS Unit Procedures Manual.

Review of all determinations, except those pertaining to members who have been authorized full BAS under Volume JA, subparagraph 250204.A, must be made annually, when conditions to entitlement change, or more frequently if necessary, pursuant to paragraph 250202, subparagraphs 250203.A and B, and subparagraph 250204.B, in compliance with the policies outlined in Chapter 25, paragraph 2502. When the review shows that existing determinations fail to meet requirements, those determinations are cancelled.

Conditions of Entitlement

Generally, officers are entitled to BAS regardless of grade or dependency status. This allowance is computed by the month, as for basic pay. DLT 25 -1 defines specific conditions of entitlement. Enlisted members, after basic training, are entitled to BAS on a monthly basis. DLTs 25-3 and 25-4 define specific conditions of entitlement. Members on sea duty or TAA and assigned

to temporary shore patrol duty are performing duty under orders away from the PDS, The member receives BAS as for other members on TDY.

BAS Collections and Rates

Any member receiving full BAS must pay for all meals and rations that he member receives from, or on behalf of; the Government. All meals furnished by or on behalf of the U.S. Government are charged at the rates established annually by the USD(C).

As described in Volume 12, Chapter 19, of the DoDFMR, the discount meal rate applies to meals and rations provided by or on behalf of the US Government to a member on full BAS and not receiving per diem for subsistence who is performing duty under the following circumstances:

- on sea duty or TAA
- on field duty or TFA
- under group travel
- under EUM
- on a U.S. Government aircraft, as a passenger or crew
- on Joint Task Force (JTF) operations with reduced per diem as specific in the JFTR, paragraph U4800, when the operation is for purposes other than training and the base sites are temporary installations or the dining facilities are temporary establishments.

The standard meal rate applies to meals and rations provided by or on behalf of the Government to any member not authorized the discount meal rate. The standard meal rate applies to any member entitled to per diem for subsistence, except those on JTF operations while on sea duty or TAA.

All members receiving any type of full BAS and not on per diem orders will have the collections for meals deducted from their pay account. The categories of performance are:

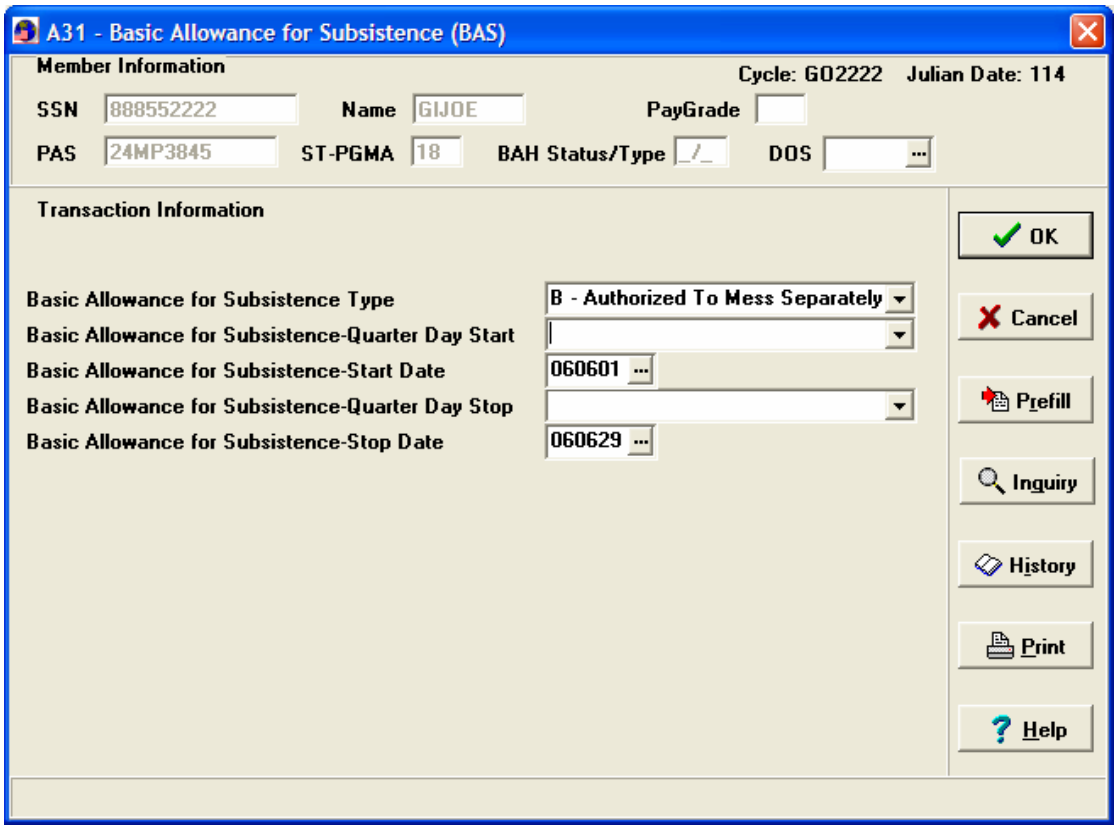
- sea duty or TAA
- field duty or TFA
- under group travel
- under EUM.

The collections are for fill days at the discount meal rate, except that the first and last day is collected at 25% of the discount meal rate. Exception to pay account collection is made for any meals paid in full by the individual in cash.

Generally, in circumstances other than those listed above, members receiving full BAS pay for meals in cash or by collection or reduction of subsistence per diem from travel claims. Members on JTF operations, under per diem travel orders, generally have the subsistence portion of the per diem withheld or deducted from the travel reimbursement as payment for meals provided in theater. Members on regular TDY/TAD travel, who receive deductible meals, have the subsistence portion of the per diem reduced as payment for meals provided on behalf of the Government.

Members being subsisted on behalf of the Government, where no other collection means exists, have collection for meals made through the pay account at the appropriate rate. Collections from individual pay accounts for meals and rations provided by the Government, or on behalf of the Government, are credited to the appropriation specified by each military service.

Sample of A31 Basic Allowance for Subsistence (BAS) Transaction



HELP SCREEN FOR A31 BAS

A31 BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

Submit TIN A31 with TINA24 (Active Duty >29 days) only when the member is enlisted and entitled to Basic Allowance for Substance (BAS). If TIN A31 is not submitted at the same time as the TIN A24 and portion or all of the active duty tour has been paid, TIN A31, when submitted, will not make retroactive payment to the tour start date. Submit TIN C04 to pay retroactive entitlements to BAS. If the rate is different for different parts of the tour, pay at the lowest rate and then correct with the C03/C04.

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) TYPE

Enter the appropriate code:

B = Authorized to mess separately
H = Rations in kind not available
K = Emergency rations
N = No Entitlement
P = Partial BAS
R = Rations-in-kind not available, effective 01/01/02
S = Standard rate of BAS, effective 01/01/02
T = BAS II, effective 01/01/02

If BAS discontinued within the period of the tour, submit an A31 with the same code and effective date as the original submission, but with the new ending day.

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) QUARTER DAY START

Enter 1 - 4, if BAS type equals B, H, P, or K. Enter 0, if BAS type equals N, R, S, or T.

1 = 0001 - 0700
2 = 0701 – 1200
3 = 1201 – 1800
4 = 1801 – 2400

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) START DATE

Enter the entitlement start date in YYMMDD format if BAS Type is B, H, K, P, R, S, or T. Leave blank if BAS Type is N.

HELP SCREEN FOR A31 BAS (con't)

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) QUARTER DAY STOP

Enter 1 - 4, if BAS type equals B, H, P, or K. Enter 0, if BAS type equals N, R, S, or T.
1 = 0001 - 0700
2 = 0701 – 1200
3 = 1201 – 1800
4 = 1801 – 2400

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) STOP DATE

Enter the entitlement stop date in YYMMDD format if BAS Type is B, H, K, P, R, S, or T. Leave blank if BAS Type is N.

(the remainder of this page is reserved for future use)

Chapter 9B

Clothing Allowance

Background

Description – In accordance with law and presidential executive order, the SecDef, or the designee, prescribes the quantity and kind of clothing to be furnished to an enlisted member of the military services and the amount of cash allowance to be paid if clothing is not furnished. This can be prescribed on an annual basis. The DoD policy states that the quantities and kinds of items of individual clothing to be furnished are prescribed by the respective service secretary or the commandant of the Marine Corps, under the parameters set by the Assistant SecDEf (Force Management Policy).

There are three basic types of clothing allowances:

1. Initial Clothing Allowance
2. Cash Clothing Replacement Allowance
3. Extra Clothing Allowance

Effects of Clothing Allowances on MMPA Postings

1. Initial Clothing Allowance: Provided to enlisted members upon initial enlistment or upon other special qualification for entitlement to a prescribed outfitting of uniforms. The initial issue can be an in-kind issue or a combination of in-kind issue and cash payment. Initial allowances includes standard, special, and partial allowances.

2. Cash Clothing Replacement Allowance: Paid to enlisted members upon the anniversary month each successive year following the provision of an initial clothing allowance. Cash clothing replacement allowances are for replacement of required uniform items based on a normal wear rate. Cash clothing replacement allowance includes basic, standard, and special allowances.

3. Extra Clothing Allowance: Provided in addition to initial and replacement allowances that do not reduce, replace, or otherwise affect initial or cash clothing replacement allowances. It covers unusual circumstances when an enlisted member requires additional uniform items or when an officer, with a PDS outside the U.S., or enlisted member requires civilian clothing to perform assigned duties. Extra clothing allowances include supplementary and civilian clothing.

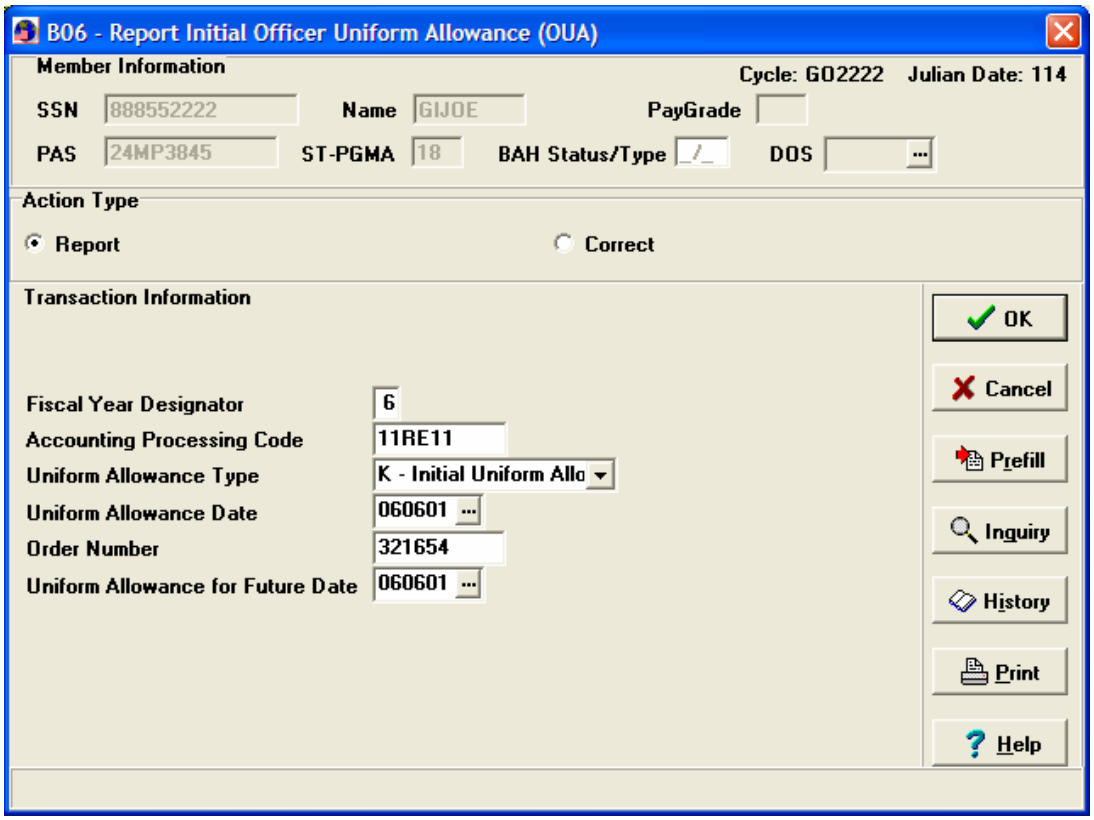
Clothing Allowance regulations are found in the DoD Financial Management Regulation Volume 7A, Chapter 29.

The Clothing Allowance rates are found in tables 29-1 thru 29-6. The rates change so it is advisable to check the table rates periodically.

Payments for Clothing Allowances are processed with utilizing the D02-2 transaction on DMO. The Components of Pay are R4, Basic Male Clothing Allowance, R5, Basic Female Clothing Allowance, R6, Standard Male Clothing Allowance and R7, Standard Female Clothing Allowance. These D02-2 inputs are reflected in Processed Transactions as D13 entries.

There are also Initial Officer Uniform Allowances or OUA payments. These are the DMO B06 inputs. Illustrations of the Report and Correct input function and help screens follows.

B06 Report Initial Officer Uniform Allowance (OUA)



B06 Report OUA Help Screen Instructions

REPORT BUTTON

This transaction will create an initial entitlement.

CORRECT BUTTON

This transaction will correct a previously reported entitlement.

NOTE: Either the Uniform Allowance Type or Uniform Allowance Date must be filled in.

FISCAL YEAR DESIGNATOR

Must be the last digit of the current FY or one of five prior FY's.

ACCOUNTING PROCESSING CODE (APC)

Air Force: Enter the appropriate APC contained in the APC sub-tables.

Army: Enter one of the appropriate codes:

18N126 = Army National Guard (ARNG) Initial

32R108 = United States Army Reserve (USAR) Initial

Enter the APC from the Active Duty Orders for ARNG Additional or USAR Additional.

Navy: Enter the appropriate code:

X72770 = Health Professionals Scholarship Program (HPSP)

V72600 = Selected Reserve (SELRES)

Y71798 = Financial Assistance Program (FAP)

B71560 = SELRES reporting for Officer Indoctrination School

(remainder of this page is reserved for future use)

Chapter 9C

Basic Allowance for Housing (BAH)

Background

Description – The purpose of BAH is to provide uniformed service members compensation based on housing costs in local civilian housing markets and is payable when government quarters are not available. A member with permanent duty within the United States, who is not furnished government housing, will receive Basic Allowance for Housing. Basic Allowance for Quarters is now known as Basic Allowance for Housing (BAH) and includes the Variable Housing Allowance or Overseas Housing Allowance (OHA) entitlement. Eligible members will receive one monthly dollar amount for BAH, in place of the separate VHA and BAQ payments. The system has 4 categories of BAH: Partial BAH, BAH DIFF, BAH II and BAH.

Dependency Codes

CLOST-DEPN (FAAB) - Member's closest dependent for BAQ purposes.

A = Spouse
C = Child (under 21) in member's custody
D = Parent (including "in loco parentis")
G = Grandfathered
I = Member married to member, own right
K = Ward
L = Parent-in-law (secondary dependent)
R = Own right or BAQ Partial
S = Student, age 21 or 22 (secondary dependent)
T = Handicapped child (over 21)
W = Member married to member, dependent child
X = Custodial parent receiving child support

Definitions In a discussion of BAH it is necessary to understand the terminology.

BAH Terminology

Term	Definition
BAH	Consists Of the former allowances known as basic allowance for quarters (BAQ) and variable Housing allowance (VHA)
BAH-II	Housing allowance entitlement for members not specifically entitled to BAH.
BAH-DIFF	Difference between the with and without dependents rates of BAH-II
Partial BAH	For members without dependents, assigned to single-type quarters, or on field or sea duty, and not entitled to receive a BAH

BAH is payable to members on active duty and varies according to the grade in which serving or appointed for basic pay purposes, dependency status, and the PDS assigned.

A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS, in compliance with PCS orders. If the member has been residing in Government quarters at the old PDS, the member is entitled to BAH the date that the Government quarters are terminated.

BAH is not payable to members who are assigned to quarters of the U.S. appropriate to the grade, rank, or rating of the member, and adequate for the member and dependents, if applicable. All determinations of dependency and relationships are made by DFAS for secondary dependents and doubtful primary dependents. The secretary of the department concerned or persons designated by the secretary, make the determination for primary dependents. The designee may re-delegate this authority.

Any member who submits a claim for BAH that contains false statements is subject to court-martial or criminal prosecution. In addition, fraudulent acceptance of benefits can cause a civilian recipient to be subject to criminal prosecution. The law provides for severe penalties of imprisonment and a fine. For military personnel, it can include dishonorable separation, total for forfeitures, and confinement.

BAH RATES: BAH rates are established as follows.

The SecDef determines the costs of adequate housing in a Military Housing Area (MHA) for all members of the uniformed services entitled to BAH by location. The determination for housing allowances is based upon the costs of adequate housing for civilians with comparable income levels in the same area. An adjustment in the rates of BAH, as a result of the secretary's re-determination of housing costs in a MHA, takes effect on January 1 of every year.

The amount paid for BAH the preceding year is adjusted to reflect changes during the year. This process accounts for the number of member, grade distribution, geographic distribution, base closures, unit/command movements, and dependency status of members of uniformed services entitled to the allowance from the number of such members during the preceding year.

Monthly BAH amounts actually paid a member (BAH rate protection) is reduced as a result of changes in housing costs in the MHA, changes in the national monthly cost of housing, or promotion of the member. A member's BAH rate protection at the

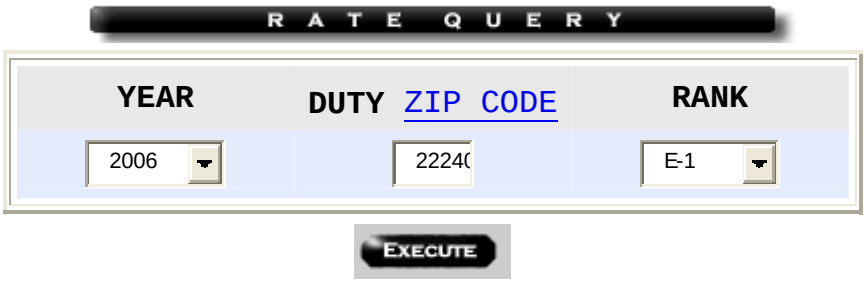
current amount ceases on the date the member's eligibility to BAH for a given MHA terminates, if the member is demoted, or loses entitlement to BAH at the with dependents rate. Than the current BAH rate at the current duty location becomes the member's new protected BAH rate.

BAH-II rates are established by the SecDef and is the housing allowance entitlement for members not specifically entitled to BAH. The specific rates for BAH-II, BAH-DIFF, and partial BAH are posted on the following web site at: https://secureapp2.hqda.pentagon.mil/perdiem/

Payment of BAH to surviving dependents of members who die while on active duty is covered in Volume A, Chapter 36, paragraph 3603.

ALLOWANCE QUERY TABLES: Query tables are provided to assist in obtaining information.

In the Shortcuts tab, query tables can be found under BAH. If the BAH Rate Query is selected from the Rates tab, a Search by Zone Improvement Plan (ZIP) Code screen is displayed as shown.



Search by Zip Code Screen

This query table provides the user the capability to establish the members BAH at either with dependent or without dependent rate. The user either makes a selection from preprogrammed data or inputs data in the Year, ZIP Code, and Rank fields (for example, an E-7 stationed and living in Arlington, VA ZIP Code 22240 in the year 2003). Next screen displays the BAH rates for the information entered.

'03 BASIC ALLOWANCE FOR HOUSING RATES

ZIP CODE: 22240

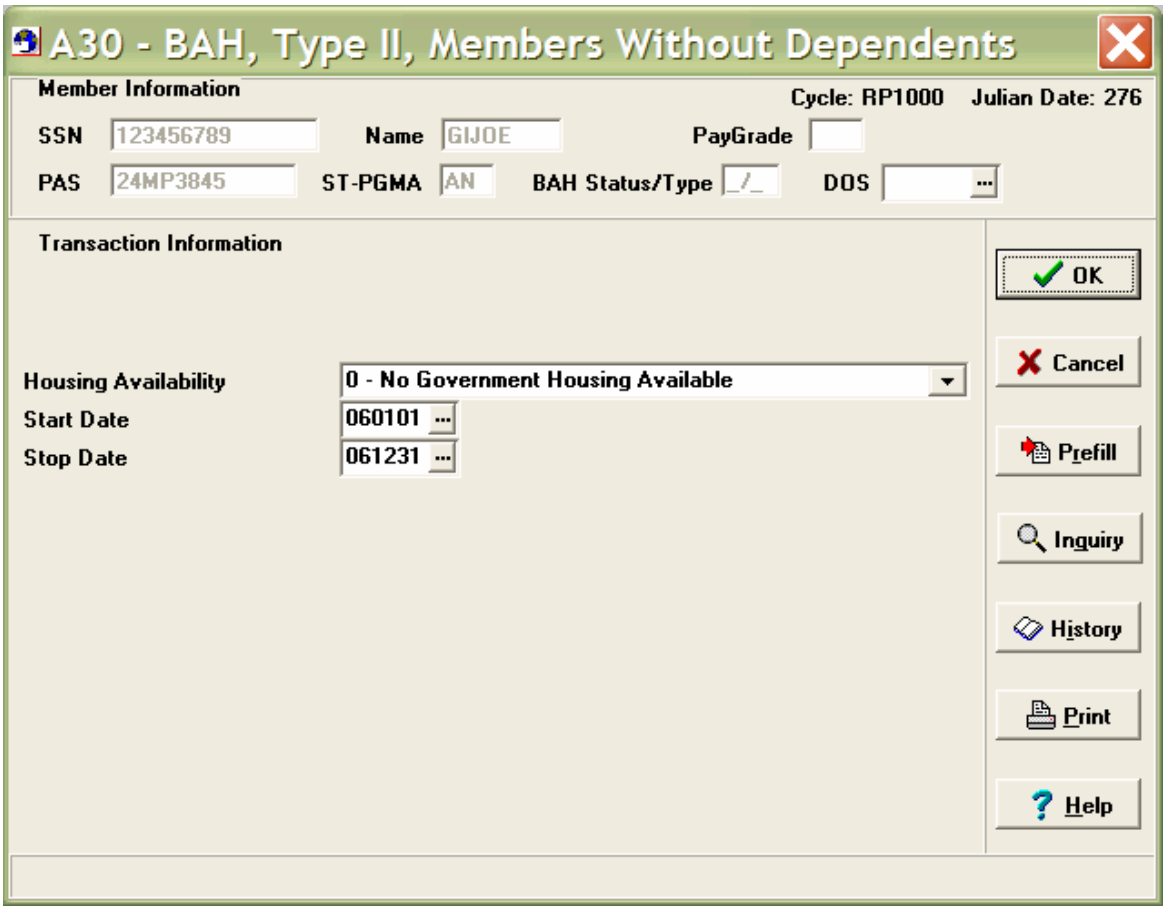
MILITARY HOUSING AREA:
DC053 - WASHINGTON, DC METRO AREA

MONTHLY ALLOWANCE:

E-7 with DEPENDENTS:	**E-7** without DEPENDENTS:
$ 1828	$ 1247

BAH Rates Sample Screen

Input Screens for BAH Transactions



HELP SCREEN FOR THE A30 BAH TYPE II TRANSACTION SCREENS

A30 BASIC ALLOWANCE FOR HOUSING, TYPE II, MEMBERS WITHOUT DEPENDENTS

HOUSING AVAILABILITY

Enter the appropriate code:

0 = if government quarters not available

1 = If government quarters available

Note for Air Force: If quarters are made available within the period of the tour, use Code 0 with original start date and new stop date. Then submit another A30 with Code 1 for the period quarters were available on the next update.

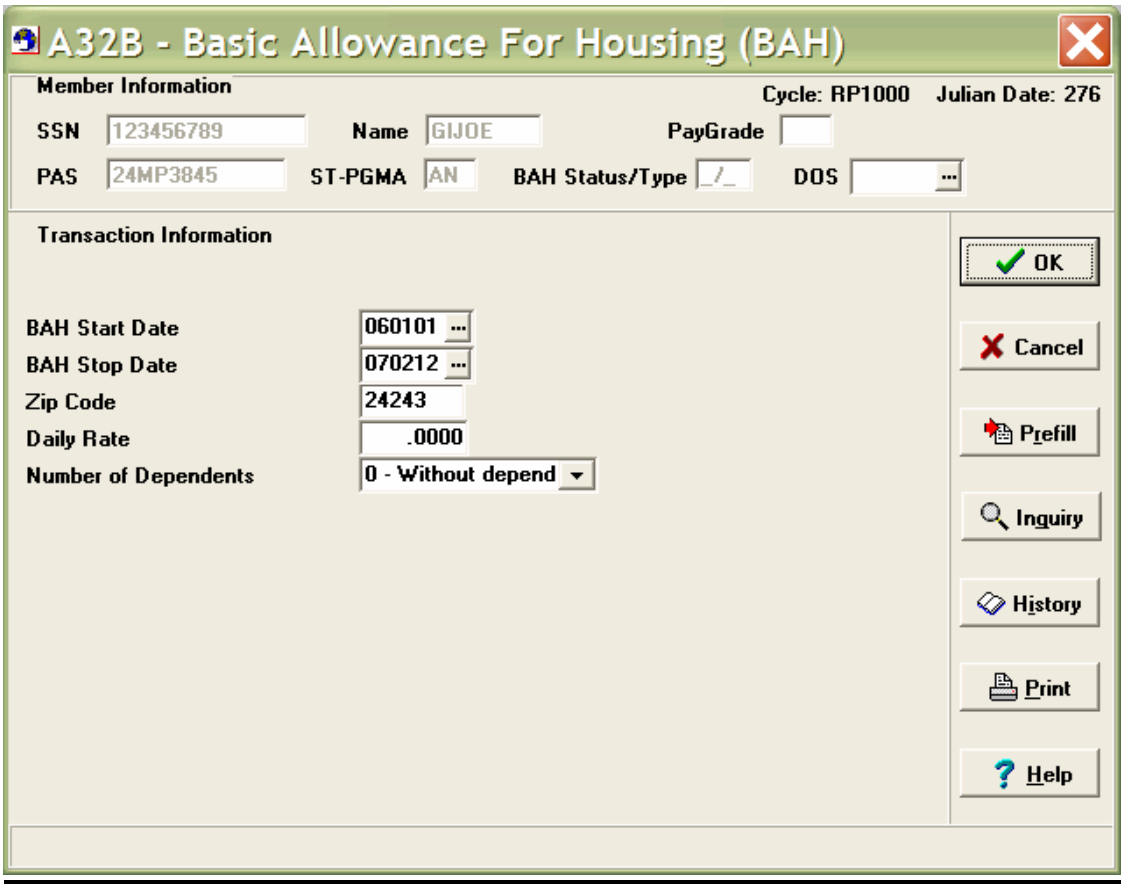
START DATE

If the Housing Availability = 0, this field must have valid date in YYMMDD. If the Housing Availability = 1, then this field must be blank.

STOP DATE

If the Housing Availability = 0, this field must have valid date in YYMMDD. If the Housing Availability = 1, then this field must be blank.

A32B - Basic Allowance for Housing



HELP SCREEN FOR A32B BAH TRANSACTIONS

A32B BASIC ALLOWANCE FOR HOUSING (BAH)

Army & Navy Note: The A32 will start and stop BAH entitlement during a training period. This input transaction does not pay retroactive entitlement. Member must be on active duty for 140 days before BAH begins. A Reserve member is entitled to BAH at their residence location zip code when ordered on a contingency operation for more than 140 days.

BAH START DATE

Enter the entitlement start date in YYMMDD format. If the original A32 was erroneous and the member was not entitled to BAH, leave blank.

BAH STOP DATE

Enter the entitlement stop date in YYMMDD format. If the original A32 was erroneous and the member was not entitled to BAH, leave blank.

HELP SCREEN FOR A32B SCREEN (CONTINUED)

ZIP CODE

Enter the zip code for which the entitlement is authorized. Note: If the start date is blank, then the zip code must be all zeros.

DAILY RATE

Enter the daily rate of BAH or zero-fill for automatic calculation of BAH. Must be entered in DDD.CCCC format and be equal to 000.0000-999.9999. DMO will accept 3 numeric characters before requiring a decimal point to precede the cents (and fractions of cents). EXAMPLES: for a $20.0000 amount, enter 20 or 20.0000; for a $79.60 amount, enter 79.6000 or 79.6; for a $70.255 amount, enter 70.255 or 70.2550; for a $10.4321 amount, enter 10.4321. If the start date is blank, the daily rate must also be zero filled.

NUMBER OF DEPENDENTS

Enter the appropriate code:

0 = without dependents
1 = with dependents

(Remainder of this page is reserved for future use)

Chapter 9D

Cost of Living Allowance (COLA)

A. Background

Description – The purpose of COLA is to offset the high cost of living either in the continental United States or Overseas. There are two types of COLA CONUS AND OCONUS. CONUS COLA compensates for a portion of excess costs for non-housing expenses incurred in areas that exceed costs in an average U.S. military location by more than 8%. Service members are required to absorb the first 8% of expenses above the national average. OCONUS COLA is a supplement designed to equalize purchasing power between member's overseas and CONUS-based counterparts. In FY 03 CONUS COLA affected nearly 36,000 service members in 44 Military Housing Areas and 36 additional counties in the CONUS while overseas COLA affected 280,000 members at approximately 600 locations.

Factors Affecting CONUS COLA

The PDTATAC determines the local costs based on local market prices provided by a private contractor, availability, and average savings members enjoy through use of Commissary and Base Exchange services.

Rates and Computation

The payment of COLA is based on regular military compensation (RMC) and spendable income that includes basic pay, BAS, an average BAH, and the tax advantage. CONUS COLA is a taxable allowance with an amount added to cover an average income tax. The PDTATAC table can be accessed at http://www.dtic.mil/perdiem/.

REFERENCES*:* JFTR, Chapter 10 and DODFMR chapter 28 station allowances.

LOCATIONS: CONUS COLA is established by location of the MAH or, in some cases, by county.

OVERSEAS COLA: Overseas COLA helps maintain purchasing power to service members stationed in high cost overseas areas.

Factors Affecting OCONUS COLA

Congress approves the CONUS COLA that provides compensation for variations in non-housing costs in the CONUS. OCONUS COLA is a supplement designed to equalize purchasing power between overseas and the continental US. The basic measurement is a comparison of CONUS shopping behavior and the aggregate shopping behavior overseas. Two surveys are conducted to determine overseas cost a living pattern and a market basket survey.

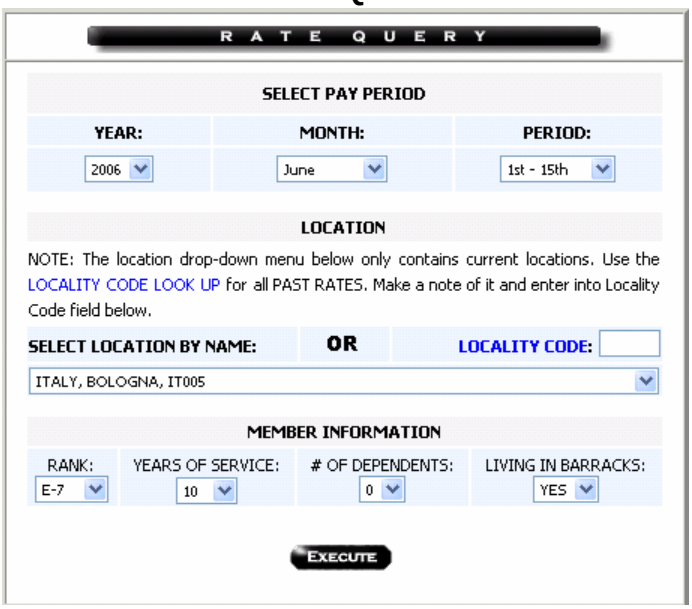
B. EFFECTS OF COLA ON MMPA

General: COLA is posted by processing a D02 with component of pay H5 with dependents or H6 without dependents. These transactions are processed by Central Site to pay amounts outside IAS. The actual posting and changing of the entitlement is done at a field site.

C. PROCESSING RC COLA PAYMENTS

Input: Once the tour information is received, the PTATAC homepage is accessed and the pertinent data entered into Rate Query. The COLA start and stop dates, COLA daily rate, pay grade and dependents status and input into DMO and the payment is initiated.

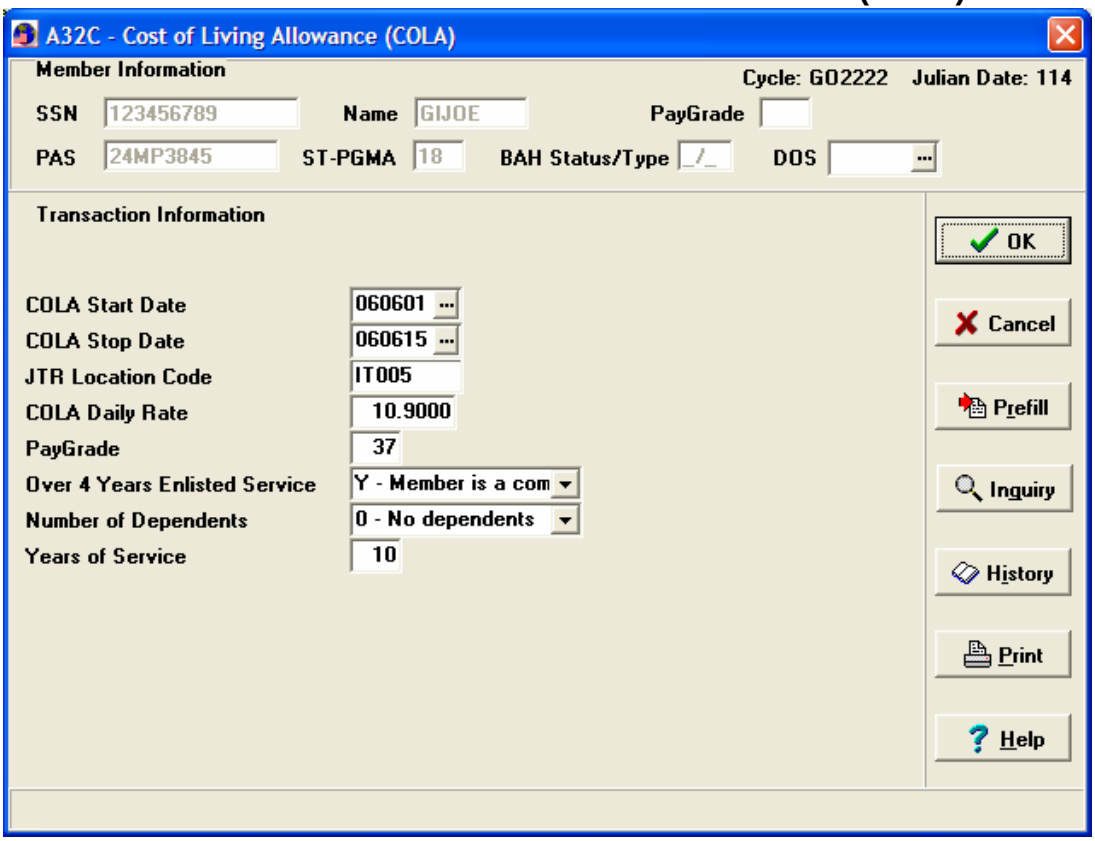
RATE QUERY



OVERSEAS COST OF LIVING ALLOWANCE

Rank:	E7
Years of Service:	10
Living in Barracks:	YES
Country/State:	ITALY
City:	Bologna
Location Code:	IT005
COLA Index:	0.34
Effective Date:	20060516
Daily COLA:	$ 10.920
Daily Unique:	$ 0

DMO – A32C – COST OF LIVING ALLOWANCE (COLA)



HELP SCREEN FOR A32C COST OF LIVING ALLOWANCE

A32C COST OF LIVING ALLOWANCE

Navy Note: The A32C starts COLA for Selective Reserve (SELRES). It will also be used to stop COLA during a training period. This input transaction does not pay retroactive entitlement.

COLA START DATE

Enter the Entitlement Start Date in YYMMDD format. If the original period of COLA was erroneous and the member was not entitled to COLA, leave blank.

COLA STOP DATE

Enter the date that the COLA entitlement ends in YYMMDD format. If the original period of COLA was erroneous and the member was not entitled to COLA, leave blank.

JFTR LOCATION CODE

Enter the applicable JFTR location code. If Start and Stop Dates are blank, leave blank.

HELP SCREEN FOR A32C COLA CONTINUED

COLA DAILY RATE

Enter the daily rate of COLA. Must be in DDD.CCCC format and equal to 000.0000 to 999.9999. DMO will allow 3 numeric characters before requiring a decimal point to precede the cents. EXAMPLES: $20.00 would be entered as either 20 or 20.00; $5.43 would be entered as 05.43 or 5.43; $79.60 would be entered as 79.6 or 79.60. Enter all zeros for automated calculation. If the original period of COLA was erroneous and the member was not entitled to COLA, zero filled.

NOTE: If paying barracks COLA, does not zero fill. Use the actual calculated daily rate.

PAYGRADE

Enter the appropriate code:

01-10 = Officer
21-25 = Warrant Officer
31-39 = Enlisted.

OVER 4 YEARS ENLISTED SERVICE

Enter the appropriate code:

Y = if member is a commissioned officer in grades 01, 02 or 03 and has over 4 years active enlisted or warrant officer service (may be combined enlisted/warrant service).
N = if the above does not apply.

NUMBER OF DEPENDENTS

Air Force: Enter the appropriate code:

0 = No dependents
1 = dependents.

Army: Enter the appropriate code:

0 = No dependents
1 - 5 = Actual number of dependents.

Navy: Enter the appropriate code:

0 = No dependents
1-9 = Actual number of dependents.

YEARS OF SERVICE

Enter years of service creditable for basic pay (01 to 99)

(remainder of page reserved for future information)

Chapter 9E

Family Separation Allowance

Background

Description – A non taxable allowance payable only to members with dependents. There are two types of FSA authorized: FSA-I and FSA-II. Both types are payable in addition to any other allowance or per diem to which a member is entitled. A member can qualify for FSA-I and FSA-II for the same period. In that case, concurrent payment of both types is authorized. A member, however, cannot receive more than one payment of FSA-II for the same period, even though qualified for FSA-R (restricted) and FSA-S (ship), or FSA-T (TDY). The purpose of FSA and the conditions of entitlement are outlined in chapter 27 of the DODFMR. Table 7-10, FSA Terminology

1. FSA-I
2. FSA-II

1. **FSA-I**

A. The purpose of FSA-I is to pay a member for added housing expenses resulting from enforced separation from dependents. It is not payable under any condition to a member permanently assigned to a duty station in Hawaii or to any duty station under permissive orders, except when Chapter 27, subparagraph 270301.C, applies. It also is not payable to a member attached to the U.S. Truce Supervision Organization who is in receipt of the United Nations Mission Subsistence Allowance.

B. FSA-I is payable to each member with dependents who is on permanent duty outside the U.S. or in Alaska who meets all of the following conditions.

1. The transportation of dependents to the PDS or to a place near that station is not authorized at Government expense.

2. The dependents do not live at or near the PDS.

3. Adequate Government quarters or housing facilities are not available for assignment to a member, and inadequate Government quarters or housing facilities are not assigned.

FSA-I is payable in a monthly amount equal to the BAH-II rate.

FSA-I cases involving a divorced or legally separated member, or such a member with a child in the legal custody of a former spouse or another person, are treated the same as FSA-II cases.

Specific conditions for entitlement to FSA-I are provided in DLTs 27-1 and 27-2.

2. **FSA-II**

A. FSA-II has three subcategories and provides compensation for added expenses incurred because of an enforced family separation. It is payable to qualified members serving inside or outside the U.S., but is not authorized when a member performs duty at any station under permissive orders unless the exception in Chapter 27, subparagraph 270301.C, Restricted Areas, applies.

1. Subcategory FSA-R is authorized when the transportation of dependents, including dependents acquired after the effective date of orders is not authorized at Government expense and the dependents do not live near the member's homeport/PDS. Chapter 27, subparagraph 270301, for more specifics.

2. Subcategory FSA-S is authorized when a member is on duty aboard a ship, and the ship is away from the homeport continuously for more than 30 days.

3. Subcategory FSA-T is authorized when a member is on TDY or TAD away from the permanent station continuously for more than 30 days, and the member's dependents are not residing at or near the TDY station. This includes members who are required to perform a period of the TDY before reporting to their initial station of assignment.

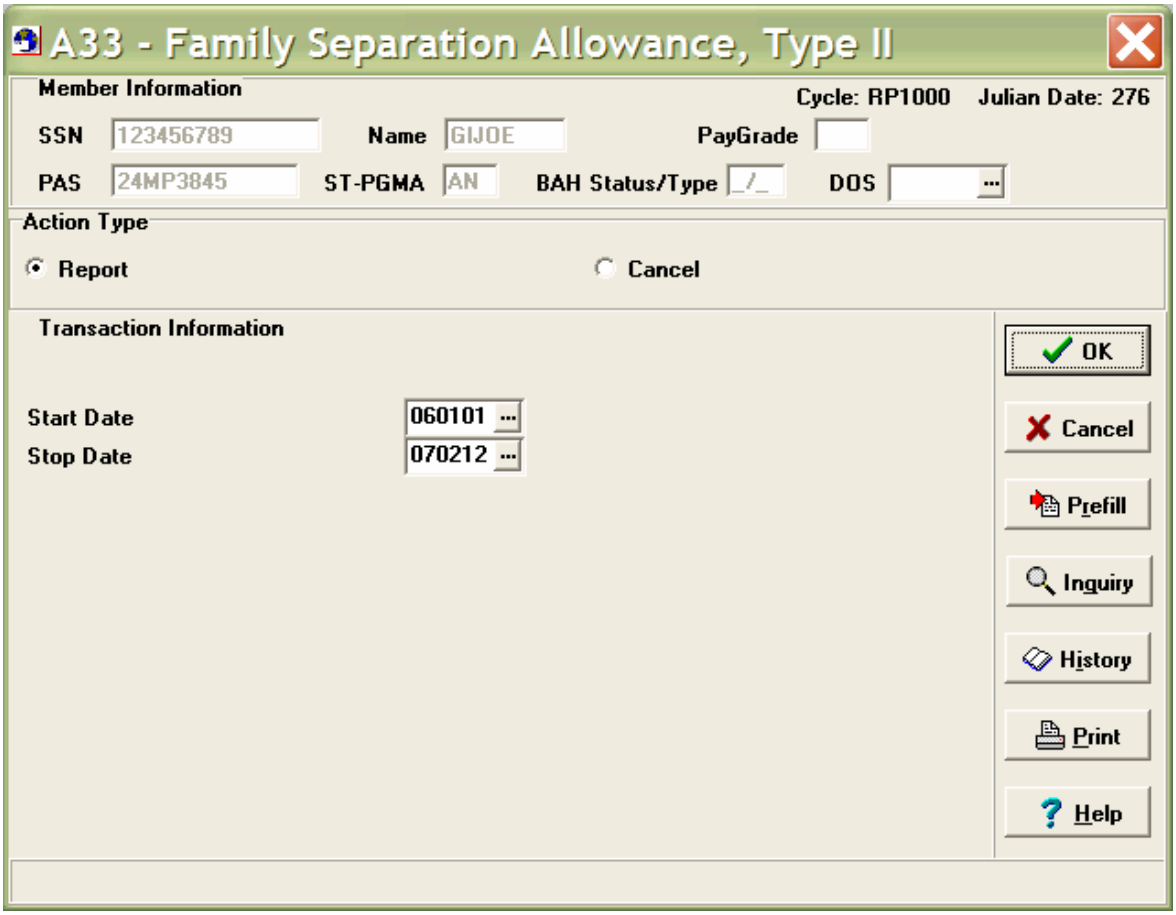
B. FSA-II is payable in a monthly amount. Specific conditions for entitlement to FSA-II are provided in DLTs 27-3 through 27-6.

RESTRICTIONS

There are separate 30-day requirements to qualify for FSA-T or FSA-S. Periods of TDY and duty aboard ship while away from homeport may not be combined for the purpose of FSA entitlement.

Periods of hospitalization or TDY for more than 30 days by a member at a place residing with the member's dependents cannot be included when calculation whether the 30-day requirement was met.

Sample of Family Separation Allowance Input Screen



HELP SCREEN FOR A33 Family Separation Allowance

A33 FAMILY SEPARATION ALLOWANCE, TYPE II

REPORT BUTTON

Both the Start Date field and the Stop Date field must be completed. Dates must conform to the edits below.

CANCEL BUTTON

The Start and Stop Date fields will be both zero-filled and the fields will be dimmed. The entry in these fields will not be allowed or required.

START DATE

Enter the effective start date of entitlement in YYMMDD format.

STOP DATE

Enter the effective stop date of entitlement in YYMMDD format.

(the remainder of this page is reserved for future use)

Chapter 9F

MOVE-IN HOUSING ALLOWANCE (MIHA)

A. Background

Description – Move-in housing allowance are expenses associated with items necessary to make housing habitable.

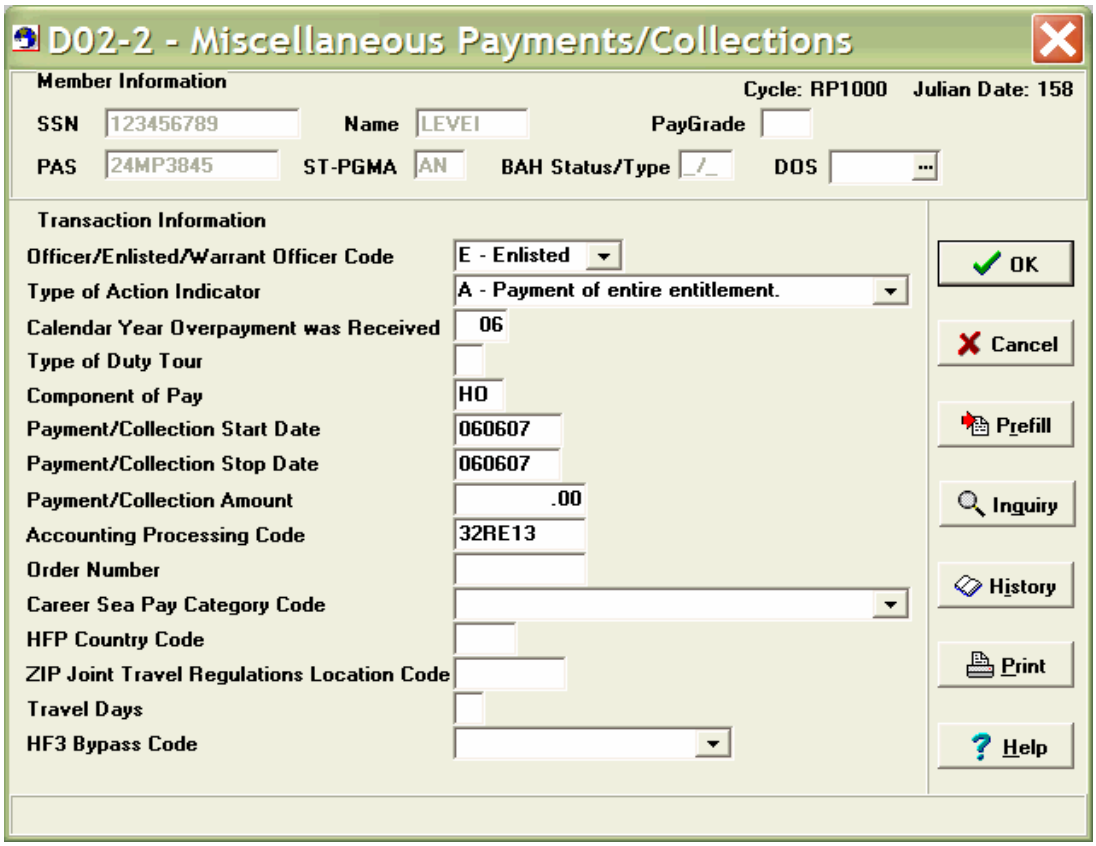
TYPES OF MIHA

There are three types of move-in-housing allowance. MIHA/ Miscellaneous a fixed rate, lump-sum payment that reflects average expenditures to make dwellings habitable for example supplemental heating equipment or wardrobes. MIHA rent an actual dollar-for-dollar payment made in the field for customary or legally required rent-related expenses for example rental agent fees it is a fixed one time, non-refundable charge. MIHA security an actual expense component paid for security-related enhancements to physical dwellings when quarters must be modified to minimize exposure to terrorist or criminal threat.

MMPA posting of MIHA

For payment, a D02, with a component of pay of HO for miscellaneous MIHA, HP for MIHA rent or HQ for MIHA Security, is used. This transaction will pay anything outside IAS that the field cannot pay.

D02-2 Miscellaneous Payments/Collections



Help Screen for D02-2 MIHA

NOTE: The D02-2 does not include a drop down list of COPs. The D02-2 transaction can be used to pay/collect various miscellaneous entitlements that are not included in the COP lists in the D02-1 and D02-3 screens. The D02-1 and D02-3 transactions are simpler to use because the required fields are based on the specific COPs.

When using this transaction, if the input spans more than one month, use separate D02's for each month.

OFFICER / ENLISTED /WARRANT OFFICER CODE
Enter the appropriate code:

O = Officer
E = Enlisted
W = Warrant

TYPE OF ACTION INDICATOR
Enter the appropriate code:

A = Payment of entire entitlement
B = Additional entitlement to a previous payment

Help Screen for D02-2 MIHA (con't)

C = Collect entire entitlement amount
D = Collection due to overpayment
G = Check Cancellation

CALENDAR YEAR OVERPAYMENT WAS RECEIVED

If Type of Action Indicator is "C", "D", or "G", enter the last two positions of the Calendar Year the overpayment was received. If Type of Action Indicator is "A" or "B", leave blank.

TYPE OF DUTY TOUR

Enter the appropriate code listed below or leave blank.

C = Funeral Honors Duty (Long Tour)
L = Long
S = Short
1 = Incapacitation Pay
8 = Funeral Honors Duty (Short Tour)
X = Stipend

NAVY ONLY: For Reserve Officer Training Corps (ROTC) and Health Professions Incentive Program (HPIP), leave blank.

COMPONENT OF PAY

Enter a valid Component of Pay code.

PAYMENT/COLLECTION START DATE

Enter the payment/collection start date in YYMMDD format.

PAYMENT/COLLECTION STOP DATE

Enter the payment/collection stop date in YYMMDD format. This date must be equal to or later than the Payment/Collection Start Date. The Payment/Collection Stop Date YYMM must be equal to the Payment Collection Start Date YYMM.

PAYMENT/COLLECTION AMOUNT

Enter the gross amount to include a decimal point. Example: For $200.00 = 200.00.

Enter one zero with a decimal point for automatic calculation. Example: 0.

Help Screen for D02-2 MIHA (con't)

ACCOUNTING PROCESSING CODE

Enter the Accounting Processing Code from the orders. Must be spaces when Payment / Collection amount = zeros.

*** EFFECTIVE 10/1/2004 (For Navy):
The following APC's are NO longer valid and should NOT be used:
B71560, B71561, B71570, B71571, B71670, B71671, C71570, C71571, C71670, C71671, D71570, D71571, D71670, D71671.

** EFFECTIVE 10/1/2005 (For Navy ROTC)

The following APC's should be used:

A71144 = Employer FICA – ROTC Scholarship
A71146 = Employer FICA – ROTC Non-Scholarship
A71121 = Subsistence Pay – Scholarship
A71131 = Training Pay – Scholarship
A71741 = Training Pay – Non-Scholarship
A98044 = ROTC returns

A71761, A71781 and A72781

ORDER NUMBER

Army and Air Force:

Enter the order number from the orders authorizing active duty tour being adjusted.

Navy:

Enter one of the following:
For ROTC, enter '000000'.

For HPIP and Reserve, enter the last digit of the fiscal year in which the training period started and the last five digits of the Standard Document Number (SDN).

CAREER SEA PAY CATEGORY CODE

If the Component of Pay is CV, CW or BH, enter one of the following, otherwise leave blank.

A = Mission is accomplished underway
B = Mission is accomplished in port or in port 50 miles or less from home port.
C = Mission is accomplished underway or in a port more than 50 miles from home port.

Help Screen For D02-2 MIHA (con't)

HFP COUNTRY CODE

If the Component of Pay field contains a "B2", this field must contain a valid country code. Otherwise, leave blank. Ensure that the country code is an authorized HFP/IDP country/area during the period being entered.

ZIP JOINT TRAVEL REGULATIONS LOCATION CODE

If the Component of Pay field contains a "HS", "HV', or "CH" this field must contain data.

If filled, must be numeric greater than zero.

If the Component of Pay field is not "HS", the system will generate zeroes.

TRAVEL DAYS

Enter 0 through 9 or leave blank.

HF3 BY PASS CODE - Used by Central Site Only.

Enter the appropriate code:
Blank = Do Not Bypass History File 3
X = Bypass History File 3

(remainder of this page is reserved for future use)

Chapter 9G

Overseas Housing Allowance

A. Background

Description – The purpose of Oversea Housing Allowance is to defray the members housing costs and includes the rent, utility/recurring maintenance expenses, and move-in housing allowance. OHA is a monthly allowance paid to service members assigned to an OCONUS PDS, except Hawaii and Alaska, who are authorized to live in private housing.

Definitions

Geographical Locality is Contiguous, political area of a single country, or a related island group in the same region.
Move-IN Housing Allowances are expenses associated with items necessary to make housing habitable.
Non-command sponsored Dependents are dependents not authorized to reside with a member at an OCONUS location
OCONUS outside continental United States
Overseas Housing Allowance Monthly Allowance paid to service members assigned to an OCONUS PDS.
PDS Permanent Duty Station
Sharer A member entitled to an OHA and residing with one or more members entitled to OHA.

REFERENCES *JFTR, Volume 1, Appendix K*

MMPA Posting Oversea Housing Allowance

The transaction required to post an OHA transactions to the members MMPA would be D02-2, component of pay would be 5A for with dependents and 5B without dependents.

OHA amount

Difference between BAH II and reported rental amount, up to the locality rental ceiling, plus utility amount.

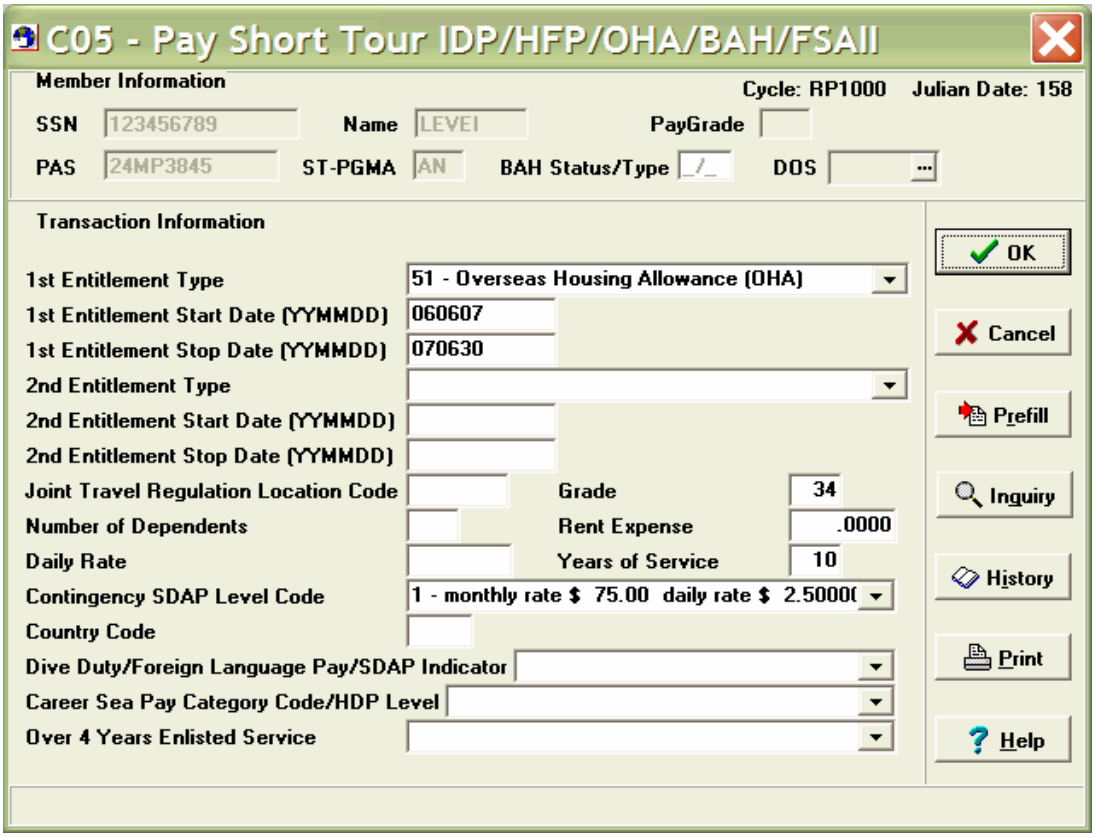
Rental Ceilings

Computed using actual rents reported through finance centers. 80 per cent of members with dependents have rent fully reimbursed. Members without dependents are entitled to 90 percent of with dependent rate.

OHA Computation

Determine members monthly rent in US dollars. Use the appropriate locality table find rental allowance ceiling for members specific locality code and grade. Locate the utility/recurring maintenance allowance from table. Establish members MIHA in the PDTATAC table. Establish the members BAH II rate for current year in PDTATAC BAH table. Compare the month rent computed in first step with rental ceiling and take whichever is less is used to compute OHA. Add member's maximum rental allowance and utility maintenance allowance and deduct the BAH II that gives you the OHA amount.

DMO Input for OHA



Help Screen for C05

C05 PAY FDP / HFP / COLA / OHA / DDP / FLPP / SDAP / BAH / FSAII

General Processing Information

Two entitlements may be paid on a single C05, if only one of the entitlements requires a specific location code or daily rate.

EXAMPLE: Entitlement Types 22 and 58 can be paid on the same C05. Entitlement Types 50 and 58 cannot.

The C05 is a retroactive transaction; (i.e., the C05 will process only after the tour has been paid by DJMS-RC and posted to the calendar.)

Air Force:

If the member is on tour from 1 July - 30 September and entitled to Overseas Housing Allowance and Cost of Living Allowance (OHA/COLA), the computer run date is July code 2 is scheduled for the July 6th run.

The C05 for 1-15 July must be submitted to arrive in DFAS-DE to process on July 6th. If transaction arrives before July 6th, the C05 will reject with error message "INCOMPATIBLE WITH HF1- NO ENTRY OR INCOMPATIBLE WITH HF-1 TYPE DUTY". If the transaction is received after July 6th, the C05 will recycle until the next coded update.

1st ENTITLEMENT TYPE

Make a selection from the Drop-down menu. Drop-down choices are:

02 = Foreign Language Proficiency Pay (FLPP)
20 = Medical Dental Veterinarian Optometry (MDVO)
21 = Diving Duty Pay (DDP)
22 = Hardship Duty Pay (HDP)
23 = Hostile Fire Pay (HFP)
27 = Career Sea Pay (CSP)
50 = Cost of Living Allowance (COLA)
51 = Overseas Housing Allowance (OHA)
58 = Basic Allowance for Housing (BAH)
65 = Family Separation Allowance II (FSA, Type II)

NOTE

If the 2nd Entitlement Type field contains data, this field must contain data.

If the 2nd Entitlement Type is blank and the CBPO (first two characters of the PAS code) is S8, the 1st Entitlement Type must be 65.

This field cannot be left blank.

Help Screen for C05 (con't)

1st ENTITLEMENT START DATE

Enter the date the 1st entitlement started in YYMMDD format.

NOTE: If the 2nd Entitlement Start Date field contains a valid date, this field must contain a valid date.

1st ENTITLEMENT STOP DATE

Air Force:
Enter the date the 1st entitlement stopped in YYMMDD format. Must be equal to or less than the current update's high date paid. (TIN will not recycle)

Army:
Enter the date the 1st entitlement stopped in YYMMDD format.

Navy:
Enter the date the 1st entitlement stopped in YYMMDD format. The Stop Date cannot be YY0229 or YY0230 in a non-leap year if the Entitlement Type = 50.

NOTE: If the 2nd Entitlement Stop Date contains a valid date, this field must contain a valid date.

2nd ENTITLEMENT TYPE

Enter the ID of the entitlement from the Drop-down menu. Drop-down choices are:

20 = Medical Dental Veterinarian Optometry (MDVO)
21 = Diving Duty Pay (DDP)
22 = Hardship Duty Pay (HDP)
23 = Hostile Fire Pay (HFP)
27 = Career Sea Pay (CSP)
50 = Cost of Living Allowance (COLA)
51 = Overseas Housing Allowance (OHA)
58 = Basic Allowance for Housing (BAH)
65 = Family Separation Allowance II (FSA, Type II)

NOTE:
The Second Entitlement Type must be either greater than the 1st Entitlement Type; otherwise, leave blank. If the First Entitlement Type is 50 or 51, the Second Entitlement Type cannot be 51 or 58. If the First Entitlement Type is 02, the Second Entitlement Type cannot be 21 or 30.

Help Screen for C05 (con't)

2ND ENTITLEMENT START DATE

Enter the date the 2nd entitlement started in YYMMDD format; otherwise, leave blank.

2ND ENTITLEMENT STOP DATE

Air Force and Army:
May be blank or enter the date the 2nd entitlement stopped in YYMMDD format.

Navy:
Enter the date the 2nd entitlement stopped in YYMMDD format. The Stop Date cannot be YY0229 or YY0230 in a non-leap year if the Entitlement Type = 50.

JOINT FEDERAL TRAVEL REGULATIONS (JFTR) LOCATION CODE

If the 1st or 2nd Entitlement Type is 50 or 51, enter the zip code of JFTR Location code. If the 1st or 2nd Entitlement Type is 58, enter the permanent duty station zip code. If the 1st or 2nd Entitlement Type is 22 and the Hardship Duty Pay Level is L, enter the zip code from table 118. Otherwise, leave this field blank.

NUMBER OF DEPENDENTS
If the 1st or 2nd Entitlement Type is 51 (Overseas Housing Allowance (OHA)), enter 0 (without dependents) or 1 (with dependents).

If the 1st or 2nd Entitlement Type is 50 (Cost of Living Allowance (COLA)), enter 0-5.

If the 1st or 2nd Entitlement Type is 58 (Basic Allowance for Housing (BAH)), enter 0-9.

If the 1st or 2nd Entitlement Type is not 50, 51, or 58, leave blank.

DAILY RATE

If the 1st or 2nd Entitlement Type is 50 (Cost of Living Allowance (COLA)), 51 (Overseas Housing Allowance (OHA)) or 58 (Basic Allowance for Housing (BAH)), zero fill for automatic calculation of COLA, OHA or BAH, otherwise leave blank.

Help Screen for C05 (con't)

NOTES:

If the rent includes any utilities, or the member is sharing or paying Barracks COLA, enter the actual calculated daily rate. DMO will accept 3 numeric characters before requiring a decimal point to precede the cents/fractional cents (up to four digits to the right of the decimal point);

¨ If an amount is entered without a decimal point it will be assumed to be whole dollars.

¨ If a decimal point is entered, and there are less than four digits entered to the right of the decimal point, the cents/fractional cents will be zero-filled to the right of the last digit entered.

¨ **For COLA** (Entitlement Type 50), if applicable, the 3rd and 4th digits to the right of the decimal must equal zero.

EXAMPLES: there are multiple ways to enter for example $20 such as:

20
20.
020
020.
20.0
20.00
20.000
20.0000

CONTINGENCY SDAP LEVEL CODE

May be blank or make a selection from the Drop-down list; choices are:

SDAP Level Code	Monthly Rate	Daily Rate
1	$75.00	2.500000
2	150.00	5.000000
3	225.00	7.500000
4	300.00	10.00000
5	375.00	12.50000
6	450.00	15.00000
A	.00	.00000
B	.00	.00000
C	.00	.00000
D	.00	.00000
E	.00	.00000
F	.00	.00000
G	.00	.00000
J	.00	.00000

Help Screen for C05 (con't)

K	.00	.00000
L	.00	.00000
M	.00	.00000
N	.00	.00000
O	.00	.00000
P	.00	.00000
7	.00	.00000
Y	.00	.00000

When the 1st or 2nd Entitlement Type equals 30, this field must contain an alphanumeric character.

When the 1st or 2nd Entitlement Type does not equal 30 enter Y if Contingency Operation, otherwise leave this field blank.

Air Force

Enter a Y if Basic Allowance for Housing (BAH) payment is authorized due to DOD ordered contingency. See 18.1.11, "RC Payroll Office-Contingency". Otherwise, leave blank.

Army and Navy

Enter a "Y" if Basic Allowance for Housing (BAH) is for an approved contingency in accordance with the JFTR otherwise, leave this field blank.

COUNTRY CODE

This is a separate table in DJMS from their standard country code table. Please refer to the DODFMR, Volume 7A, Chapter 10, Figure 10-1 to determine which of the following countries are designated Hostile Fire/IDP areas. Enter one of the following two character alpha/numeric county codes for a country that is a designated Hostile Fire/IDP area:

AF - Afghanistan
AK - Alaska
AL - Albania
AG - Algeria
AQ - America Samoa
AN – Andorra
AO - Angola
AV – Anguilla
AY - Antarctica
AC - Antigua and Barbuda
71 – Arabian Gulf
AR – Argentina
AM – Armenia
AA - Aruba

Country Code Help Screen for C05 (con't)

AT - Ashmore and Carter Islands
AS - Australia
AU - Austria
AJ - Azerbaijan
BF - Bahamas
BA - Bahrain
FQ - Baker Island
BG - Bangladesh
BB – Barbados
AC – Barbuda and Antigua
BS - Bassas DA India
BO - Belarus
BE - Belgium
BH - Belize
BN - Benin
BD - Bermuda
BT – Bhutan
PU – Bissau-Guinea
BL - Bolivia
BK – Bosnia and Herzegovia
BC - Botswana
BV - Bouvet Island
BR - Brazil
IO - British Indian Ocean Territory
VI - British Virgin Islands
BX - Brunei
BU - Bulgaria
UV - Burkina
BM - Burma
BY - Burundi
CB - Cambodia
CM - Cameroon
CA - Canada
CV - Cape Verde
CJ - Cayman Islands
CT - Central African Republic
CD - Chad
CI – Chile
CH - China, Peoples Republic of
TW - China, Republic of Taiwan
KT - Christmas Island
IP - Clipperton Island
CK - Cocos (Keeling) Islands
CO - Colombia
CF – Congo
CW - Cook Islands
CN - Comoros
CR - Coral Sea Islands
CS - Costa Rica
IV – Cote D Ivoire (formerly)

Country Code Help Screen for C05 (con't)

```
HR - Croatia
CU - Cuba
CY – Cyprus
EZ – Czech Republic (formerly Czechoslovakia)
NONE- Dahomey
DA - Denmark
DJ - Djibouti
DO - Dominica
DR - Dominican Republican
TT – East Timor
EC - Ecuador
EG - Egypt
ES - El Salvador
EK - Equatorial Guinea
ER – Eriteria
EN - Estonia
ET - Ethiopia
EU - Europa Islands
FK - Falkland Islands (Isles Malvinas)
FO - Faroe Islands
FJ - Fiji
FI - Finland
FR - France
FG - French Guiana
FP - French Polynesia
FS - French Southern &  Antarctic Lands
GB - Gabon
GA - Gambia
GZ - Gaza Strip
GG - Georgia
GE - Germany
GH - Ghana
GI - Gibralter
GS – Gilbert Islands
GO - Glorioso Island
GR - Greece
GL – Greenland
GJ - Grenada
GP - Guadeloupe
GQ - Guam
GT - Guatemala
GK - Guernsey
GV - Guinea
PU - Guinea-Bissau
71 – Gulf,Arabian
70 – Gulf, Persian
GY - Guyana
HA - Haiti
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HM - Heard Island and McDonald Islands

Country Code Help Screen for C05 (con't)

BK – Herzegovia and Bosnia
HO - Honduras
HK - Hong Kong
HQ - Howland Island
HU - Hungary
IC - Iceland
IN - India
ID - Indonesia
IR - Iran
IZ - Iraq
IY - Iraq-Saudi Arabia Neutral Zone
EI – Ireland
FK – Isles Malvinas (see Falkland)
IM – Isle of Man
IS - Israel
IT - Italy
IV - Ivory Coast
JM - Jamaica
JN - Jan Mayen
JA - Japan
DQ - Jarvis Island
JE – Jersey
JS - Jerusalem
JQ - Johnston Atoll
JO - Jordan
JU - Juan De Nova Island
KZ - Kazakhstan
KE - Kenya
KQ - Kingman Reef
KR - Kiribati
KN - Korea, North
KS - Korea, Republic of
KU – Kuwait
KG - Kyrgyzstan
LA - Laos
LE - Lebanon
LT - Lesotho
LI - Liberia
LY - Libya
LS - Liechtenstein
LU - Luxembourg
MC - Macau
MA - Madagascar
MI - Malawi
MY - Malaysia
MV - Maldives
ML - Mali

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MT - Malta
```

Country Code Help Screen for C05 (con’t)

```
IM - Man, Isle of
RM - Marshall Island
MB - Martinique
MR – Mauritania
MP - Mauritius
MF – Mayotte
HM – McDonald Island
MX - Mexico
FM - Micronesia, Federated St
MQ - Midway Islands
MD - Moldova
MN – Monaco
MG – Mongolia
MW - Montenegro
MH – Montserrat
MO - Morocco
MZ – Mozambique
WA - Namibia
NR – Nauru
BQ - Navassa Island
NP – Nepal
NL - Netherlands
NA - Netherlands Antilles
NC - New Caledonia
NZ - New Zealand
NU - Nicaragua
NG – Niger
NI - Nigeria
NE – Niue
NF - Norfolk Island
CQ - Northern Mariana Islands
NO - Norway
MU - Oman
XX - Other
PK - Pakistan
LQ - Palmyra Atoll
PM - Panama
PP - Papua New Guinea
PF - Paracel Island
PA – Paraguay
A1 – Pentagon and World Trade Center
70 – Persian Gulf
PE – Peru
RP - Philippines
PC - Pitcairn Island
PL - Poland
PO - Portugal
```

RQ - Puerto Rico

Country Code Help Screen for C05 (con't)

QA - Qatar
RE - Reunion
RO – Romania
RS - Russia
RW - Rwanda
SC - St. Christopher and Nevis
SH - St. Helena
ST - St. Lucia
SB - St. Pierre and Miquelon
VC - St. Vincent and the Grenadines
SM - San Marino
SX – Sandwich Islands and South Georgia
TP - Sao Tome and Principe
SA - Saudi Arabia
SG – Senegal
SR - Serbia
SE – Seychelles
SL - Sierra Leone
SN - Singapore
LO – Slovakia (formerly Czechoslovakia)
SI - Slovenia
BP - Solomon Islands
SO - Somalia
SF - South Africa
SX – South Georgia and Sandwich Islands
UR – Soviet Union (former code for USSR)
SP - Spain
PG - Spratly Islands
CE - Sri Lanka
SU – Sudan
NS - Suriname
SV - Svalbard
WZ - Swaziland
SW – Sweden
SZ - Switzerland
SY – Syria
TW – Taiwan
TI - Tajikistan
TZ - Tanzania, United Republic of
TH - Thailand
TO - Togo
TL – Tokelau
TN - Tonga
TD - Trinidad and Tobago
TE - Tromelin Island
PS - Trust Territory of the Pacific Islands
TS - Tunisia

TU – Turkey

Country Code Help Screen for C05 (con't)

TX - Turkmenistan
TK - Turks and Caicos Islands
TV – Tuvalu
UG – Uganda
UP - Ukraine
TC - United Arab Emirates
UK - United Kingdom
US - United States
NONE - Upper Volta
UY – Uruguay
UZ - Uzbekistan
NH – Vanuatu
VT - Vatican City
VE - Venezuela
VM - Vietnam
VQ - Virgin Islands
WQ - Wake Islands
WF - Wallis and Futuna
WE - West Bank
WI - Western Sahara
WS - Western Samoa
YE - Yemen
YS - Yemen (Aden)
YEM- Yemen (Sana'a)
YO – Yugoslavia
CG - Zaire
ZA - Zambia
ZI – Zimbabwe

Help Screen for C05 (con't)

DIVING DUTY/ FOREIGN LANGUAGE PROFICIENCY PAY / SDAP INDICATOR
Make a selection from the Drop-down menu.

NOTES:

¨ If the 1st Entitlement Type is 21, one of the Diving Duty Indicators must be selected.

¨ If the 1st Entitlement Type is 02, one of the FLPP Levels must be selected.

¨ If the 1st Entitlement Type is 30, one of the SDAP Indicators must be selected.

Drop-down choices are:
If the 1st or 2nd Entitlement Type is 21:

Help Screen for C05 (con't)

Air Force:
Enter the appropriate code for Diving Duty Pay (DDP):
0K = Diving Duty Officer
0P = Para-Rescue (Enlisted)
08 = Scuba (Enlisted)

Army:
Enter the appropriate code for Diving Duty Pay (DDP):
0I = Marine Diving Officer
0A = Combat Diver (Officer)
0J = Master Diver (Enlisted)
0L = Diver 1st Class (Enlisted)
0M = Salvage Diver (Enlisted)
0N = Diver 2nd Class (Enlisted)
0H = Combat Diver (Enlisted)
0V = Officer Trainee

Navy:
Enter the appropriate code for Diving Duty Pay (DDP):
0Y = Diver First Class
0O = Diver Second Class
0R = Scuba Diver
06 = Saturation Diver
03 = Basic Combatant Swimmer
0E = Combatant Swimmer (SEAL)
0D = EOD Technicians
02 = EOD Mobile Unit Diver
0B = Medical Deep Sea Diving Technician
0Q = UDT/SEAL Officer (113x)
04 = UDT/SEAL Officer (118x)
0V = Diving Officer (Scuba)
0G = Diving Officer
0Z = Ship Salvage Operations Officer
0W = Undersea Medical Diver
0I = EOD (Officer)
0F = Senior EOD Technician
0H = Senior EOD Technician/Parachutist
0L = Master EOD Diver
0U = Master EOD Diver/parachutist
0J = Master Diver
0A = Advances Underwater Construction Technician
0N = Basic Underwater Construction Technician
0C = Medical Special Operations Technician
0D = Salvage/Construction Demolition diver
0S = Seal Delivery Vehicle Pilot/Navigator
0T = Seal Delivery Vehicle Pilot/Navigator EOD

01 = EOD Assistant
07 = Medical Deep-Sea Diving Tech

Help Screen for C05 (con't)

Foreign Language Proficiency Pay (FLPP):
Enter the appropriate code from the Drop-down menu for the specific service. Drop-down choices are:

Note: If the FLPP field contains an entry, the Diving Duty Pay field must be blank.

Army

11 = FLPP I Level 1 $100.00
13 = FLPP I Level 3 $150.00
15 = FLPP I Level 5 $200.00
17 = FLPP I Level 7 $250.00
19 = FLPP I Level 9 $300.00
2A = FLPP II Level 1 $50.00
2B = FLPP II Level 2 $62.50
2C = FLPP II Level 3 $75.00
2D = FLPP II Level 4 $87.50
2E = FLPP II Level 5 $100.00
2F = FLPP II Level 6 $112.50
2G = FLPP II Level 7 $125.00
2H = FLPP II Level 8 $137.50
2I = FLPP II Level 9 $150.00

Air Force

11 = FLPP I Level 1 $100.00
12 = FLPP I Level 2 $125.00
13 = FLPP I Level 3 $150.00
14 = FLPP I Level 4 $175.00
15 = FLPP I Level 5 $200.00
16 = FLPP I Level 6 $225.00
17 = FLPP I Level 7 $250.00
18 = FLPP I Level 8 $275.00
19 = FLPP I Level 9 $300.00
2A = FLPP II Level 1 $50.00
2B = FLPP II Level 2 $62.50
2C = FLPP II Level 3 $75.00
2D = FLPP II Level 4 $87.50
2E = FLPP II Level 5 $100.00
2F = FLPP II Level 6 $112.50
2G = FLPP II Level 7 $125.00
2H = FLPP II Level 8 $137.50
2I = FLPP II Level 9 $150.00

Navy

12 = FLPP I Level 2 $125.00

13 = FLPP I Level 3 $150.00
14 = FLPP I Level 4 $175.00

Help Screen for C05 (con't)

15 = FLPP I Level 5 $200.00
16 = FLPP I Level 6 $225.00
17 = FLPP I Level 7 $250.00
18 = FLPP I Level 8 $275.00
19 = FLPP I Level 9 $300.00
2A = FLPP II Level 1 $50.00
2B = FLPP II Level 2 $62.50
2C = FLPP II Level 3 $75.00
2D = FLPP II Level 4 $87.50
2E = FLPP II Level 5 $100.00
2F = FLPP II Level 6 $112.50
2G = FLPP II Level 7 $125.00
2H = FLPP II Level 8 $137.50
2I = FLPP II Level 9 $150.00

Special Duty Assignment Pay (SDAP):

May be blank or make a selection from the Drop-down list.

CAREER SEA PAY CATEGORY/HARDSHIP DUTY PAY LEVEL

Make a selection from the Drop-down menu.

If the 1st or 2nd Entitlement Type is 27 (Career Sea Pay), enter one of the following vessel categories:

A = Mission is accomplished underway.
B = Mission is accomplished in port or in a port 50 miles or less from homeport.
C = Mission is accomplished underway or in a port more than 50 miles from home port.
Blank = None of the above

If the 1st or 2nd Entitlement Type is 22 (Hardship Duty Pay), enter one of the following:
L = Hardship Duty Pay – Location
M = Hardship Duty Pay – Mission

NOTE: If the 1st or 2nd Entitlement Type is not 27 OR 22, this field must be blank.

OVER 4 YEARS ENLISTED SERVICE

Make a selection from the Drop-down menu. Drop-down choices are:
Y = Officer (01-03) has over 4 years enlisted
N = Above is not true

NOTE: The fields listed below are used by FELS to automatically calculate Cost of Living Allowance (COLA), Overseas Housing Allowance (OHA), or Basic Allowance for Housing (BAH) when the

Help Screen for C05 (con't)

daily rate field is zero-filled and the start and stop dates are within Immediate Access Storage (IAS).

GRADE

If the 1st or 2nd Entitlement Type is 50 (Cost of Living Allowance), 51 (Overseas Housing Allowance) or 58 (Basic Allowance for Housing) and the Daily Rate field is zero-filled, enter the member's pay grade; otherwise leave this field blank. Member's Pay Grade must be equal to 01-10, 21-25 or 31-39.

RENT EXPENSE

If the 1st or 2nd Entitlement Type is 51 (Overseas Housing Allowance) or 58 (Basic Allowance for Housing) and the Daily Rate field is zero-filled, enter the rent expense, otherwise leave this field blank. DMO will accept 2 numeric characters before requiring a decimal point to precede the cents/fractional cents (up to four digits to the right of the decimal point). If no decimal point is entered, the amount entered will be assumed to be whole dollars. If a decimal point is entered and less than four digits are entered to the right of the decimal point, the cents/fractional cents will be zero-filled to the right of the last digit entered.

EXAMPLES: If daily rent expense is $31.15, enter 31.15 or 31.1500; for a $20.0000 amount, enter 20 or 20. or 20.0 or 20.00, or 20.000 or 20.0000.

YEARS OF SERVICE

If the 1st or 2nd Entitlement Type is 50 (Cost of Living Allowance) or 58 (Overseas Housing Allowance) and the Daily Rate field is zero-filled, enter the number of years of creditable service for basic pay; otherwise leave this field blank.

(remainder of this page is reserved for future use)

Chapter 9H

Temporary Lodging Allowance

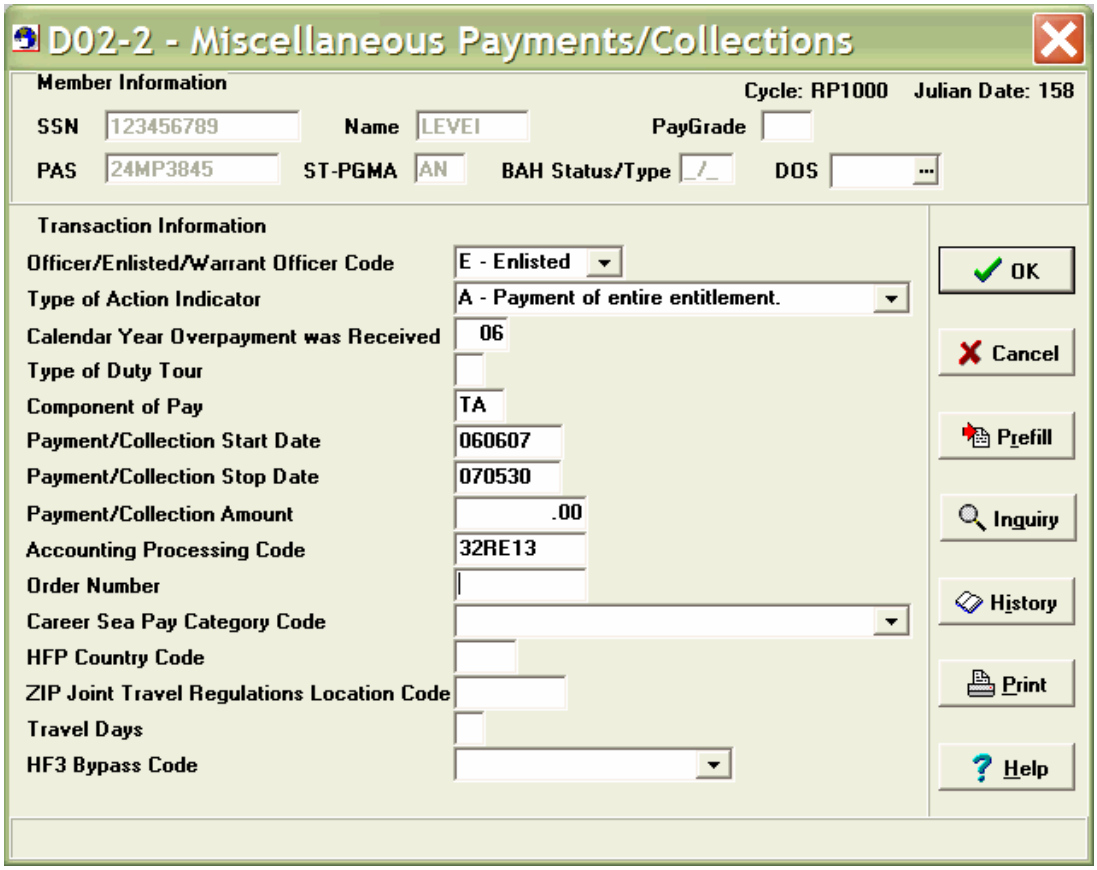
The purpose of Temporary Lodging Allowance (TLA)is to partially offset lodging and meal expenses when a member and his or her dependents occupy temporary lodging in CONUS during a PCS. Temporary lodgings are occupied before leaving an old CONUS PDS, designated place, a CONUS Home of Record, technical school or reporting to a first PDS. It is also payable incident to a move entering active duty, after arriving at the new CONUS PDS, house-hunting after a completed PCS travel to a new PDS, or if a member's PCS order is revoked or cancelled, upon initial arrival at a CONUS PDS, waiting for government quarters assignment, or while completing arrangements for other permanent living accommodations when government quarters are not available.

Temporary lodgings are lodging used as a temporary place of residence. Members are required to use government lodging facilities in the area of the old or new PDS. If there are government quarters, the member must provide a statement that the quarters were not available. Temporary lodgings must be in the vicinity of the old or new PDS and must not be paid on any days when per diem travel pay is authorized. For example, if a member is authorized eight days travel and has ten days elapsed time, he may be paid two days TLE allowance. TLE claims must be supported by lodging receipts. TLE is not payable when moving from a PDS leaving active duty. The time limitation for TLE is ten days in connection with a PCS to a PDS in CONUS, five days in connection with a PCS from CONUS to an OCONUS PDS, and ten days for a member reporting to first PDS from HOR or to initial technical school.

TLE claims pay a maximum of $180.per day. The maximum applies to all days claimed and also applies if the service member and dependents occupy temporary lodgings in the same or different days. When the member and dependents occupy temporary lodgings on separate days, the service member chooses which days to claim. If two service members are married to each other, each is authorized in his or her own right.

Applicable TLE is computed by determining the daily M&IE and ceiling for lodging locality per diem rates prescribed in the Per Diem Travel and Transportation Advisory Committee homepages multiplied by the appropriate dependent percentage amount. (Member or one dependent is 65%, member and one dependent is 100% and each additional dependent 12 and over, add 35%, less than twelve years of age, add 25%.

DMO Input Screen



Help Screen for D02-2

NOTE: The D02-2 does not include a drop down list of COPs. The D02-2 transaction can be used to pay/collect various miscellaneous entitlements that are not included in the COP lists in the D02-1 and D02-3 screens. The D02-1 and D02-3 transactions are simpler to use because the required fields are based on the specific COPs.

When using this transaction, if the input spans more than one month, use separate D02's for each month.

OFFICER / ENLISTED /WARRANT OFFICER CODE

Enter the appropriate code:

O = Officer
E = Enlisted
W = Warrant

TYPE OF ACTION INDICATOR

Enter the appropriate code:

A = Payment of entire entitlement

Help Screen for D02-2 (con't)

B = Additional entitlement to a previous payment
C = Collect entire entitlement amount
D = Collection due to overpayment
G = Check Cancellation

CALENDAR YEAR OVERPAYMENT WAS RECEIVED

If Type of Action Indicator is "C", "D", or "G", enter the last two positions of the Calendar Year the overpayment was received. If Type of Action Indicator is "A" or "B", leave blank.

TYPE OF DUTY TOUR

Enter the appropriate code listed below or leave blank.

C = Funeral Honors Duty (Long Tour)
L = Long
S = Short
1 = Incapacitation Pay
8 = Funeral Honors Duty (Short Tour)
X = Stipend

NAVY ONLY: For Reserve Officer Training Corps (ROTC) and Health Professions Incentive Program (HPIP), leave blank.

COMPONENT OF PAY

Enter a valid Component of Pay code.

PAYMENT/COLLECTION START DATE

Enter the payment/collection start date in YYMMDD format.

PAYMENT/COLLECTION STOP DATE

Enter the payment/collection stop date in YYMMDD format. This date must be equal to or later than the Payment/Collection Start Date. The Payment/Collection Stop Date YYMM must be equal to the Payment Collection Start Date YYMM.

PAYMENT/COLLECTION AMOUNT

Enter the gross amount to include a decimal point. Example: For $200.00 = 200.00.

Enter one zero with a decimal point for automatic calculation. Example: 0.

ACCOUNTING PROCESSING CODE

Enter the Accounting Processing Code from the orders. Must be spaces when Payment / Collection amount = zeros.

Help Screen for D02-2 (con't)

*** EFFECTIVE 10/1/2004 (For Navy):

The following APCs are NO longer valid and should NOT be used:
B71560, B71561, B71570, B71571, B71670, B71671, C71570, C71571, C71670, C71671, D71570, D71571, D71670, D71671.

** EFFECTIVE 10/1/2005 (For Navy ROTC)

The following APCs should be used:
A71144 = Employer FICA – ROTC Scholarship
A71146 = Employer FICA – ROTC Non-Scholarship
A71121 = Subsistence Pay – Scholarship
A71131 = Training Pay – Scholarship
A71741 = Training Pay – Non-Scholarship
A98044 = ROTC returns
A71761, A71781 and A72781

ORDER NUMBER

Army and Air Force:
Enter the order number from the orders authorizing active duty tour being adjusted.

Navy:

Enter one of the following:

For ROTC, enter '000000'.

For HPIP and Reserve, enter the last digit of the fiscal year in which the training period started and the last five digits of the Standard Document Number (SDN).

CAREER SEA PAY CATEGORY CODE
If the Component of Pay is CV, CW or BH, enter one of the following, otherwise leave blank.
A = Mission is accomplished underway
B = Mission is accomplished in port or in port 50 miles or less from home port.
C = Mission is accomplished underway or in a port more than 50 miles from home port.

Help Screen for D02-2 (con't)

HFP COUNTRY CODE

If the Component of Pay field contains a "B2", this field must contain a valid country code. Otherwise, leave blank. Ensure that the country code is an authorized HFP/IDP country/area during the period being entered.

ZIP JOINT TRAVEL REGULATIONS LOCATION CODE

If the Component of Pay field contains a "HS", "HV", or "CH" this field must contain data.

If filled, must be numeric greater than zero.

If the Component of Pay field is not "HS", the system will generate zeroes.

TRAVEL DAYS

Enter 0 through 9 or leave blank.

HF3 BY PASS CODE - Used by Central Site Only.

Enter the appropriate code:
Blank = Do Not Bypass History File 3
X = Bypass History File 3

(remainder of this page is reserved for future use)

Chapter 10

INCENTIVE PAYS

INTRODUCTION

Incentive Pays are paid when a soldier performs a duty that is considered dangerous/perilous to his/her wellbeing. This module will discuss the differing types of Incentive Pays.

Incentive Pays for Reserve and National Guard soldiers are usually started with an A19, B13, or C04 Transaction inside IAS. A19 is used for Active Duty (AD) long tours. B13 is used for Unit Training Assemblies (UTA/DRILLS). C04 is used for Short Active Duty tours/periods. Outside IAS D02 miscellaneous transactions are used to pay periods of entitlement.

Hazardous Duty Incentive Pays(HDIP)

1. In general, entitlement to HDIP begins on the date the member reports, is ordered to perform, and meets the established requirements of the hazardous duty. The entitlement to hazardous duty ceases on the date the member is ordered to terminate duty or the date the member is detached from the command and is no longer required to perform such duties.

2. DJMS-AC Table 004 (Incentive Pay-Other) may be viewed with the verb JWMM. The table contains effective dates and the daily/monthly rate of $5.00/$150.00 for enlisted and officer personnel.

3. **Types of HDIP** authorized additional pay each month.

A. Demolition Duty Pay

B. Flight Deck Duty

C. Parachute Duty Pay

D. Experimental Stress Duty Pay

E. Flying Duty Pay -DJMS-AC Table 003 is accessed for Flying Duty Pay and Table 014 for Officer’s Flight Pay.

F. Assignment Incentive Pay - Please refer to the DODFMR,

Volume 7a, Chapter 15 for rates of entitlement.

G. Toxic Fuels (or Propellants) Duty Pay

H. Toxic Pesticides Duty

I. Dangerous Viruses (or Bacteria) Lab Duty Pay

J. Chemical Munitions Duty Pay

K. Maritime Visit, Board, Search and Seizure Duty Pay
Flying Duty Pay

L. Polar Region Flight Operations Duty Pay

4. Incentive Pay Input Screens

M. Please refer to chapter 10M of this manual for input screens.

(Remainder of this page is reserved for future use)

Chapter 10A

DEMOLITION DUTY PAY

General

For an officer or enlisted member to be entitled to Demolition (DMI) Duty Pay at the rate of $150 per month, they are required to be assigned as a primary duty and by competent orders, to perform duty involving demolition of explosives. Demolition Duty continues in effect during a Permanent Change of Station (PCS).

Entitlement

Demolition Duty is paid if the member is assigned, as a primary duty assignment, to engage in the following activities:

a. Demolish objects, obstacles, or explosives using explosives; recover and render harmless, by disarming or demolition, explosives that have failed to function or which have become a potential hazard.

b. Participate as students or instructors in instructional training, as well as proficiency training for the maintenance of skill in demolition duties, provided live explosives are used.

c. Experiment with or develop tools, equipment, or procedures for the demolition and rendering harmless of explosives, provided that live explosives are used.

The member’s Demolition Duty HDIP is suspended if the member enters any of these statuses; excess leave, AWOL, Confinement, Deserter, or Death. The DODFMR VOL 7A, CH 24 addresses conditions of entitlement.

Note: Refer to Chapter 10M for input and process help screens.

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Chapter 10B

FLIGHT DECK DUTY PAY

General

For an officer or an enlisted member to be entitled to Flight Deck Hazardous Duty Pay (FDHDP), they must be a member of a crew of an eligible air capable vessel or an aviation unit operating from such a vessel. An eligible air capable vessel must have a flight deck, which has been certified to launch or land aircraft under the Chief of Naval Operations Vessel or Helicopter Facility Certification Program.

Entitlement

Eligible members must be ordered by competent authority to duty in a billet, which requires frequent and regular participation in flight operations. They must also participate in four days of flight operations or the equivalent on the flight deck of eligible air capable vessels within a calendar month. Flight operations cover the period of time during which launch and recovery of aircraft are in progress on a flight deck of an eligible vessel. This includes launch and landing, turn-up, movement, and shutdown of aircraft.

One day of flight operations is a day during which any combination of aircraft takeoffs and/or landings take place, as specified for each vessel by class in OPNAV Instruction 7220.4. Four days of such flight operations, or the required equivalent, will qualify the member for the calendar month. If the total monthly requirement of aircraft takeoffs and/or landings is accomplished in one day, the four day requirement is considered met.

Members must be present during flight operations and working at an assigned station on the flight deck of an eligible vessel. Members who are receiving incentive pay for any other type of hazardous duty are **not** entitled to FDHDP for the same period. Eligibility ends on the date the orders to the billet are revoked or if a member is permanently detached, whichever occurs first. The monthly amount payable is prorated for the month in which the orders are delivered or revoked. Orders may also be terminated for other reasons, but not for the sole purpose of providing FDHDP for additional members.

Note: Refer to Chapter 10M for input and process help screens.

(this page reserved for future use)

Chapter 10C

PARACHUTE DUTY

General

For an officer or an enlisted member to be entitled to Parachute Duty Pay they must be designated as a parachutist or parachute rigger, or undergoing training for such designations.

Types

There are two types of Parachute Duty Pay:

a. Parachute Duty Pay - payable to qualified members who are required by competent orders to engage in parachute jumping from an aircraft in aerial flight.

b. High Altitude-Low Opening (HALO) Pay – payable to qualified members for jumping in military free fall operations where parachute deployment by the jumper occurs without the use of a static line, or engaging in parachute jumping at high altitudes without use of a static line from an aircraft in aerial flight.

Entitlement

A member is entitled to Parachute Duty Pay when jumps are performed during a period of duty while under competent orders. At least one jump must be performed to qualify for three months of entitlement. (See DODFMR Tables 24-1. 24-3, 24-3, 24-4, and 24-5 for details).

Example: A member was ordered to Parachute Duty effective 1 January 1997 through 31 December 1997. The member performed qualifying jumps in the months of February, May, August and November. The jump in February entitles the member for January, February, and March. The jump in May entitles the member for April, May and June. The jump in August entitles the member for July, August and September. The jump in November entitles the member for October, November and December. The member is not entitled if jumps are performed while on PCS or TDY/TAD orders, while on leave, or performed by a member of the Reserve component while on active duty for training (that does not require jumping as part of the duty).

For an officer or an enlisted member to be entitled to High Altitude Low Opening (HALO) Pay they must have passed a free fall course or have received a designation as a HALO parachutist.

A member is entitled to HALO Pay when jumps are performed during a period of duty while under competent orders and at least one jump must be performed to qualify for three months of entitlement.

Any member who qualifies for HALO Duty Pay may also qualify for Parachute Duty Pay. Because the member qualifies for both incentive pays, the rate payable is $225.00 per month ($150.00 for Parachute and $75.00 for HALO). If a member qualifies for HALO Duty Pay only, the rate payable is $225.00 per month because the requirement for HALO Pay includes and exceeds the requirements for regular Parachute Pay.

Restrictions

If jumps are performed while on PCS or TDY/TAD orders, while on leave, or performed by a member of the Reserve component while on active duty for training (that does not require jumping as a part of the duty) the member is not entitled.

Parachute Duty is suspended when a member enters excess leave status or any of the following occurs: AWOL, Confinement, Deserter or Death.

Parachute Duty remains in effect during a Permanent Change of Station (PCS).

Enlisted members who qualify may receive a maximum of two HDIPs. An officer entitled to Parachute Duty Pay may also be entitled to two HDIPs (other than HDIP for Flying Duty Pay) if conditions for the entitlement have been met independently.

Note: Refer to Chapter 10M for input and process help screens.

(remainder of this page is reserved for future use)

Chapter 10D

Experimental Stress Duty

General

A member on active duty who is required by competent orders to perform experimental stress duty is entitled to incentive pay under the conditions stated in this section.

Entitlement

A member is entitled to incentive pay for experimental stress duty when assigned to that duty by competent orders and performs such duty during the month involved. Competent medical authorities of the Military Service concerned must determine if the member is engaged in one or more stress experiments involving risk of experimental hazard. Incentive pay is payable for any full month, or is prorated in accordance with DODFMR paragraph 240101, for any portion of a calendar month, during which experimental stress duty is performed.

Requirements

Experimental stress duties are limited to the following:

1. Human Acceleration or Deceleration Experimental Subject. Duty performed as human acceleration or deceleration experimental subjects utilizing experimental acceleration or deceleration devices.

2. Thermal Stress Duty. Duty performed as human thermal experimental subjects in thermal stress experiments.

3. Low-Pressure Chamber Duty. Duty performed within a low pressure (altitude) chamber at physiological facilities as human test subject, inside instructor observer or inside observer-tender.

4. High-Pressure Chamber Duty

a. Duty performed within a high-pressure (hyperbaric or recompression) chamber or hyperbaric complex as a:

(1) Human test subject for approved protocols applicable to the research, development, testing and evaluation of diving,

hyperbaric and underwater-related tools, systems, equipment and procedures.

(2) Recompression chamber/hyperbaric complex inside Instructor-observer, or inside observer-tender, during the conduct of the protocols involving the use of human test subjects.

(3) Recompression chamber/hyperbaric complex inside Instructor-observer or inside observer-tender during the conduct of hyperbaric treatment or hyperbaric therapy procedures which include, but are not limited to, treatment of ailments incidental to diving and hyperbaric/hypobaric exposure.

b. Navy Personnel Only. For a Navy member to qualify for this incentive pay as a human test subject, inside instructor-observer or inside observer-tender in a recompression chamber/hyperbaric complex, all of the following conditions must be met. The member must:

(1) Possess a Navy Enlisted Classification / Navy Officer Billet Classification (NEC/NOBC) and be assigned by competent orders to a billet utilizing that NEC/NOBC.

(2) Be ordered to perform additional duty as a human test subject, inside instructor-observer or inside observer-tender by the commanding officer having cognizance over the recompression chamber or hyperbaric complex, and;

(3) Either be instructing or operating Navy approved underwater breathing equipment, support systems, and recompression chambers; or observing the other individual(s) for symptoms of diving injuries/illnesses and providing appropriate treatment, as ordered by competent authority.

Restrictions

A member is entitled to only one payment of incentive pay for experimental stress duty during any month.

Note: Refer to Chapter 10M for input and process help screens.

(remainder of this page reserved for future use)

Chapter 10E

FLYING DUTY

General

Members under competent orders to participate in regular and frequent aerial flights as crew or non-crew members, who otherwise meet the requirements, are entitled to flying pay for that duty. Officers, including aviation cadets, entitled to aviation career incentive pay, are not entitled to payments of fly duty pay.

Monthly incentive pay rates for crew members covered by this section are shown in Table 22-1, DODFMR. The monthly HDIP rate for non-crew members is $150.

Definitions

1. Aerial Flights: This term means flights in military aircraft or spacecraft, and also flights in nonmilitary aircraft when required by competent orders to fly in such aircraft. A flight begins when the aircraft or spacecraft takes off from rest at any point of support located on the surface of the earth and terminates when it next comes to a complete stop at a point of support located on the surface of the earth.

2. Aviation Accident: This term means an accident in which a member, who is required to participate frequently and regularly in aerial flights is injured or otherwise, incapacitated as the result. The injury or incapacitation, as certified by the appropriate medical authority of the Uniformed Service concerned, may result from:

a. Jumping from, being thrown from, or being struck by, an aircraft or spacecraft, or any part or auxiliary thereof, or

b. Participation in any duty authorized aerial flight or other aircraft or spacecraft operations. This term also means an incapacity incurred as the result, as certified by appropriate medical authority, of performance of flying duty, even though such incapacity is not the result of an actual aviation accident.

Entitlement

A member in a flying status shall perform the minimum aerial flights as specified:

A. Minimum Flying Time Each Month:

1. During 1 calendar month - 4 hours of aerial flight. If a member does not fly 4 hours in any month, then any hours flown during the last 5 preceding months (which have not already been used to qualify for flight pay) may be applied to meet this 4-hour requirement.

2. During 2 consecutive calendar months when the requirements have not been met - 8 hours of aerial flight.

3. During 3 consecutive calendar months when the requirements have not been met - 12 hours of aerial flight.

B. Fractions of a Calendar Month:

For fractions of a calendar month, calculate the percentage that the period in question is of the calendar month. The flying time required is that same percentage of the aerial flight time required for a full calendar month. (See DODFMR, Table 22-2.)

C. Fractions of 2 Consecutive Calendar Months:

For fractions of 2 consecutive calendar months, consider the whole period in question. Calculate the percentage that the period in question is of the calendar month. The flying time required is that same percentage of the aerial flight time required for a full calendar month. (See DODFMR, Table 22-2.)

D. Application of Hours Flown:

Hours flown in any month apply to the extent of hours available:

1. First, to meet flight requirements for that month.

2. Next, if the member has entered a grace period for meeting flight requirements, to the prior month or months, as applicable.

3. Next, in order, to the first, second, third, fourth, and fifth succeeding months, but only to the extent that the member

fails, during each such month, to fly the required 4 hours. (Such hours available to meet requirements of later months are referred to as "excess" flight time.) See DODFMR, Tables 22-4 and 22-5.

E. Military Operations or Unavailability of Aircraft:

When, under authority conferred by the Secretary of the Military Department concerned, the commanding officer certifies that a member is unable to meet normal flight requirements because of military operations (combat or otherwise) or the non-availability of aircraft in order to complete those requirements, the member may comply with the minimum flight requirements by performing 24 hours of aerial flight over a period of 6 consecutive calendar months. The commanding officer shall certify that only those conditions specified prevented completion of normal flight requirements. The 24-hour flight requirement may be met at any time during the 6-calendar-month period and in any combination of flights:

1. If the member is in a 3-calendar-month grace period when military operations or aircraft non-availability prevents fulfillment of flight requirements, then the 6-calendar-month period for meeting the 24-hour flight requirement under this subparagraph begins on the first day of the grace period.

2. If the member is not in a 3-calendar-month grace period, then the first month in which military operations or aircraft non-availability prevents fulfillment of flight requirements is the beginning of the 6-calendar-month period for meeting the 24-hour flight requirement under this subparagraph.

3. During the 6-calendar-month period, hazardous duty incentive pay for flying may be paid for any single month, or for multiple months, when minimum requirements have been met.

4. At the end of the 6-calendar-month period, hazardous duty incentive pay for flying may be paid for missed months in the period to the extent that the remaining hours flown are applicable.

Determination of a 3-Calendar-Month Period

A. When 3-Month Period Starts and Ends:

The 3-calendar-month period in which flight requirements must be met begins with the first month in which flight requirements are not met. If the member flies enough time in the second month to

cover the first and second months, then the period ends with the second month. If not, the period extends through the third month.

B. Deficiencies for Fraction of a Month:

If a member fails to qualify for a fraction of a month (because flying status or active duty began on an intermediate day of the month), then the 3-month period ends on the last day of the second full month following the fractional month.

C. When Next 3-Month Period Starts:

A new 3-month period starts with the first month in which flight requirements are not met following a month in which flight requirements were met. For a new 3-month period to begin immediately after a prior 3-month period, flight requirements must have been met for the entire prior 3-month period, not merely for the last month. If the requirements for the entire prior 3-month period were not met, a new period does not begin until flight requirements are met for at least 1 month after the prior 3-month period. After a month when flight requirements are met, any month in which flight requirements are not met begins a new 3-month period. A new period may not start with the second or third month in which flight requirements are not met; nor may a new period start with the fourth month in which flight requirements are not met. There must be at least 1 month in which requirements are met before a new 3-month period begins.

Entitlement to Pay When No Flights Performed in First Month of 3-Month Period

Assume, for the purposes of this paragraph that the member had no excess flight time from prior months.

A. Second Month:

If a member performs no aerial flights during the first month of a 3-month period and, in the second month, performs at least 4 hours but less than 8 hours, he or she is entitled to pay only for the second month. For example: In January, no aerial flights are performed; in February, 5 hours of aerial flight are performed. Flying pay is payable only for February.

B. Third Month:

If a member performs no aerial flights during the first 2 months of a 3-month period, he or she must perform 12 hours of aerial flight in the third month to be entitled to incentive pay for all 3 consecutive months. For example: If flight requirements are met for January and a member performs no flights during the months of February and March, he or she must perform at least 12 hours in April to be entitled to receive the incentive pay for the period 1 February to 30 April. If the member performs 4 or more hours, but less than 12 hours in April, he or she is entitled to incentive pay only for April.

C. First and Third Months:

If a member performs no aerial flights during the first month and, in the second month, performs only sufficient flights to qualify for the second month, then he or she must perform enough hours of flight to total 12 hours during the third month in order to qualify for the incentive pay for the first and third months of the 3-month period. For example: In January, no aerial flights are performed; in February, 5 hours of aerial flight are performed. The deficiency in January must be made up in March; that is, if at least 7 hours are accomplished in March, then flying pay for January and March is payable. If only 6 hours are flown in March, then flying pay is payable only for March (the payment for February previously having been made) and incentive pay for January is lost.

Injury or Incapacity Resulting From Performance of Hazardous Duty

A. Flight Requirements:

When a member in a flying status is injured or otherwise incapacitated as a result of performance of flying or other hazardous duty to which ordered, he or she is considered to have met flight requirements during the incapacity, but not for longer than 3 months. Appropriate medical authority determines the cause of the incapacity and the date of recovery. If the member has met flight requirements for the month in which the incapacity occurs, then the 3-month period begins the first day of the following month. If the member has not met flight requirements for the month in which the incapacity occurs, the 3 month period begins the first day of the month in which the incapacity occurs.

B. Change of Station for Medical Treatment:

When a member in receipt of flying pay under the terms of subparagraph 220106.A, above, is ordered to a medical facility on

permanent change of station, temporary duty, or temporary additional duty orders, he or she is entitled to flying pay for the period of incapacity, but not longer than 3 months, notwithstanding the change of station, provided his or her continued flying status is not terminated.

C. Incapacity Due to Shock, Derangement, or Exhaustion:

A member who becomes incapacitated for flying duty by reason of shock, derangement, or exhaustion of the nervous system, which can be attributed to an aviation accident or the performance of aerial flights, is deemed to have met the flight requirements for not more than 3 months following the date of the incapacity, as determined by appropriate medical authority.

D. Hazardous Duty for Stated Period:

If a member has been placed on flying status for a definite period and is entitled to flying pay while incapacitated as a result of performance of flying duty, then flying pay normally is not payable beyond the ending date of duty period stated in the orders. If evidence is furnished that the member would have continued in flying status had it not been for the incapacity, then flying pay may be paid beyond the ending date of the duty.

Incapacity Not the Result of Performance of Hazardous Duty

The right of a member on flying status to flying pay during an incapacity, which is not the result of performing hazardous duty, depends on fulfillment of basic flight requirements. See DODFMR, paragraph 220103 for details.

Determinations Affecting Entitlement to Flying Pay

A. Flying Pay from Date of Reporting for Duty:

A member is entitled to flying pay on and after the date that he or she reports for and enters upon duty under competent orders, subject to meeting flight requirements. A member in a non-duty status (such as on leave or sick) at the time that flying status orders are issued is not entitled to flying pay for any period before he or she reports for and enters on duty under such orders.

B. Excess Flight Time:

When authorized under DODFMR paragraph 220103, flight time in excess of the time required or insufficient to qualify for a particular month, may be applied against a later month in which minimum requirements are not met provided that the orders under which flying time was logged remain in effect.

C. Change of Designation:

Non-crew Member to Crew Member or Vice Versa. A member whose status changes from non-crew member to crew member (or vice versa) within a month or other qualifying period, may not combine time flown in both categories for pay purposes. The member is entitled to flying pay as a non-crew member for the period of time member held that status if he or she met the pro rata requirements as a non-crew member. The member is entitled to flying pay as a crew member for the period of time he or she held that status if the pro rata requirements as a crew member were met.

D. Change From One Crew Member Status to Another Status:

Flights as one type of crew member may be combined with flights as another type of crew member if the member remains on continuous active duty and continuous flying status. Total requirements may be met in either crew member status or a portion may be met in each status.

Example: An aviation cadet is given a rating as a navigator and issued new flying status orders immediately following termination of his or her former orders.

E. Missing, Missing-in-Action, etc:

A member is entitled to flying pay when carried in a missing status as well as for any period of required hospitalization and rehabilitation, not to exceed 1 year, after termination of his or her missing status. Members continued in a flying status are entitled to flying pay after termination of the period authorized only if they meet the basic flight requirements. A new 3-month grace period does not start when the period authorized ends; rather, it starts with the month of deficiency, even though the member was in a missing status at that time. Hence, if the missing status goes beyond the 3-month grace period, the member shall meet flight requirements for 1 month to become entitled to flight pay after the period ends. If the member does not meet flight requirements after the period authorized, then he or she is entitled to pro rata flying pay through the date of such authorized period.

F. Death:

1. Death Due to Aviation Accident:

If death occurs on the date an aviation accident, then flying pay accrues to include the date of death. If, however, death occurs after the 3-month period has expired, then flying pay is not authorized for any day after the expiration of that period. Flying pay for the month or period before the month in which the accident occurred is not authorized unless flight requirements were met for that period.

2. Death Due to Other Causes:

If death occurs from causes other than an aviation accident, then flying pay is payable to and including the date of death if the member has met pro rata flight requirements for the month of death and was on flying status.

Suspensions From Flying Status, Effect on Flying Pay

A. Flying Pay for Period of Suspension:

Members are normally not entitled to flying pay for any period while suspended from flying status. Members are considered suspended on the effective date of suspension. Members are considered to be in a flying status on the day that the suspension is removed or terminated. Payment for a period of suspension cannot be made in any case until the suspension has been removed or terminated.

B. Suspension for Other Than Physical Incapacity for Members required to perform Minimum Flight Requirements:

Members are entitled to flying pay for a period of suspension from flying status, provided the suspension is removed or terminated and they meet basic flight requirements. If the member has excess flights performed before suspension, then the grace period begins on the first month of the period of suspension not covered by excess flights.

Example: A member was suspended from flying status on February 1. He had 16 hours excess flying time as of January 31. Flying pay is stopped on January 31. The suspension subsequently is removed (or terminated) on June 30. He flew 12 hours in the month of July. After removal of the suspension, pay flying pay for February 1 through May

on the basis of the 16 excess hours accumulated in the 5 months before February 1. The grace period, authorized as stated in paragraph 220103, started on June 1. The hours flown in July qualify the member for flying pay for June and July.

C. Suspension for Physical Incapacity of Members Subject to Minimum Flight Requirements:

A member is entitled to flying pay during a period of grounding due to physical incapacity if he or she meets the flight requirements. The member also is entitled during a period of suspension, if the suspension is removed or terminated and flight requirements actually are met. (There are no flight requirements during the first 3 months of a period of incapacity incurred as the result of performance of an assigned hazardous duty.)

D. Suspension Removed or Terminated:

If a suspension is removed or terminated after the member can no longer qualify for flying pay then there is loss of pay for any period that is not covered. Flying pay accrues after the suspension is removed or terminated for members required to meet minimum flight requirements from the date of reporting for flying duty after the suspension is removed or terminated, if flight requirements are met.

Payment of Flying Pay and Incentive Pay for Other Hazardous Duty

A member who qualifies for flying pay and incentive pay for one or more other types of hazardous duty may receive the flying pay and incentive pay only for one other hazardous duty for the same period. Dual hazardous duty incentive pay is limited to those members required by orders to perform specific multiple hazardous duty necessary for successful accomplishment of the mission of the unit to which assigned.

A. Conditions of Entitlement:

The hazardous duties for which dual incentive pay is payable shall be an integral part of the member's assigned mission. Accomplishment of the assigned mission shall require the member to perform specific multiple hazardous duties. A member shall meet minimum requirements for each of the hazardous duties, except for injury or incapacity that results from the performance of hazardous duty.

B. Types of Duties That Qualify Member for Dual Payment of Hazardous Duty Incentive Pay:

1. Air Force Para rescue team members placed on orders to perform duties both as crew members and parachutists.

2. Other combinations of hazardous duties for which dual payments of incentive pay are authorized by the Military Services concerned.

C. Injury or Incapacity as a Result of Performance of Hazardous Duty or Dual Hazardous Duties:

If a member, who is required to perform more than one hazardous duty, becomes injured or otherwise incapacitated as a result of any of the duties, he or she then is entitled to dual incentive pay during the incapacity, but for no longer than 3 months. If not entitled to dual incentive pay at the time of the incapacity, the member then is entitled to the type of incentive pay that he or she was receiving at the time of the incapacity

Note: Refer to Chapter 10M for input and process help screens.

(remainder of this page reserved for future use)

Chapter 10F

Assignment Incentive Pay

General Entitlement

A member of a uniformed service entitled to basic pay may be paid Assignment Incentive Pay (AIP) for performing service in an assignment designated by the Secretary concerned for such purpose as approved by the Office of the Secretary of Defense.

Eligibility

To be eligible the member must be serving on active duty. The Secretary concerned may require the member to enter into a written agreement in order to qualify for AIP. Interim Change 21-5 to the DODPM authorizes the Secretary of the Army to pay Assignment Incentive Pay (AIP) to Reserve Component members who volunteer to serve in Afghanistan or Iraq. The written agreement shall specify the period for which the incentive pay will be paid to the member and the monthly rate of the pay. The Secretary of a military department may only enter into agreements under terms and conditions for which the Secretary of Defense has provided concurrence.

Amount Payable

The maximum monthly rate of incentive pay payable to any member under this chapter is $1,500. Incentive pay paid under this section is in addition to any other pays and allowances to which the member is entitled, except as may be noted under each program. The monthly pay shall be prorated for partial months served, except as may be noted under each program.

Restrictions

The following restrictions apply to entitlement to AIP:

1. No agreement for any AIP program may be entered into after December 31, 2006.

2. A member is not entitled to AIP during a period of terminal leave ending upon discharge or release of the member from active duty.

Special Provisions

The service of a member in a designated assignment shall be considered continuous during any period of temporary absence during which the member is performing temporary duty pursuant to orders or on authorized leave other than terminal leave.

Assignment Incentive Pay Programs (AIP)

There are currently six AIP programs referenced in the DODPM as follows:

1. Navy Pilot Program
2. Army Korea Assignment Program
3. Air Force Korea Assignment Program
4. Involuntary Extension Program - Iraq
5. Voluntary Extension Program - Iraq and Afghanistan
6. Special Operations Forces Program

Navy Pilot Program

On May 29, 2003, the Principal Deputy, Under Secretary of Defense/Personnel and Readiness (PDUSD/P&R) authorized the Navy AIP pilot program. Entitlement begins upon reporting to the assigned duty and terminates when permanently detached from the duty.

Payment rates are determined by negotiation between the member and the Navy and may be different for members in the same location. Payment will be prorated for partial months served in a designated assignment.

Payment for AIP under this program may not be made to Navy members receiving a Selective Reenlistment Bonus for Location for the same assignment.

Army Korea Assignment Program

On January 19, 2005, PDUSD (P&R) authorized extension of and modification to the Army AIP Korea assignment program hereafter referred to as the “long – term program.” On May 18, 2004, PDUSD (P&R) authorized the Army 90-day Korea assignment program. By direction of the Secretary of the Army, authority for the long-term program expires on December 31, 2006, and the 90-day program expired

September 30, 2005. Entitlement under the long-term program has two options:

1. Soldiers in Korea who sign an agreement to serve a 24-month unaccompanied or a 36-month accompanied tour and enter such agreement at anytime from in-processing up to the date 90 days before their expected return from Korea or receipt of assignment instructions, which ever comes first, will receive $300 per month from the date of signature through their new tour end date.

2. Soldiers in Korea who sign an agreement to serve a 36-month unaccompanied or a 48-month accompanied tour and enter such agreement at anytime from in-processing up to the date 90 days before their expected return from Korea or receipt of assignment instructions, which ever comes first, will receive $400 per month from the date of signature through their new tour end date.

The AIP will be stopped upon termination of the contract or curtailment of the agreed tour of duty for any reason, either voluntary or involuntary. The entitlement to AIP will be terminated if the member is determined to be absent without leave or enters confinement.

Soldiers who elect AIP for Korea will not be eligible for a Targeted Selective Reenlistment Bonus contract, the Overseas Tour Extension Incentive Program (OTEIP), or the Consecutive Overseas Tour/In Place Consecutive Overseas Tour (IPCOT) programs.

Air Force Korea Assignment Program

On April 27, 2004, PDUSD (P&R) authorized the Air Force AIP Korea assignment program. Authority for the program expired on September 30, 2005.

Involuntary Extension Program for Iraq

The AIP involuntary extension incentive program for duty in Iraq entitles qualified members to $800 per month. AIP for involuntary extension of duty is payable only to members assigned or attached to specific units deployed to the Iraqi area of operations. The only qualifying units are those specifically identified by the Combatant Commander for this purpose. There are two independent qualifying effective dates with criteria as follow:

1. On January 20, 2004, the PDUSD (P&R) authorized AIP for members assigned or attached to specified units identified by the Combatant Commander as having been required to remain in Iraq beyond the normal 12-month rotation return date. Additionally, the individual member must have been deployed to Iraq (including staging time in Kuwait) and/or Afghanistan for 12 months within a 15-month period (365 days out of 450 days). The authority issued on January 20, 2004, was rescinded, but replaced by policy issued on April 12, 2004, by memorandum with no material change.

2. On April 22, 2004, the PDUSD (P&R) authorized AIP for members assigned to theater units not based in Iraq, who routinely conduct operations in Iraq or support units that conduct operations in Iraq. The only qualifying units are those specified by the Combatant Commander as having been involuntarily extended beyond the normal 12-month rotation return date. Additionally, the individual member must have been deployed to Iraq (including staging time in Kuwait) and/or Afghanistan and/or the location of the unit for 12 months within a 15-month period (365 days out of 450 days).

Payment will not be prorated for partial months, but rather will be paid in full for any partial month of qualification. This is an exception to the usual practice of prorating AIP.

Voluntary Extension Program for Iraq and Afghanistan

On January 31, 2005, PDUSD (P&R) authorized AIP for Army members designated as intelligence assets who voluntarily extend their current assignment in Iraq and/or Afghanistan. Army implemented this authority on February 9, 2005.

Army members identified as intelligence assets by the Combatant Commander who are assigned to duty in Iraq and/or Afghanistan may be entitled to AIP for voluntary continuation of service in country. To qualify, the member must meet all of the following criteria:

1. Complete 12 months of deployed duty within a 15-month period (365 days out of 450 days) in Iraq and/or Afghanistan. Deployed time includes staging time in Kuwait;

2. Voluntarily extend their current assignment for 3 months;

3. Hold a military occupational specialty on the list approved by the Army Deputy Chief of Staff, G-2, for this particular AIP program;

4. Fill a position in support of operations in Iraq or Afghanistan, to include those in the J-2, C-2, Multi-National Force Iraq or Joint Intelligence Centers in the U.S. Central Command area of responsibility; and

5. Complete the necessary AIP contract form and have it approved by the Commander, Combined Forces Land Component Command.

Members will be entitled beginning on the start date of the extension through the end date of the extension. The monthly rate of AIP under this program will be $300. Interim Change 21-5 to the DODPM has authorized the Secretary of the Army to pay $1,000 per month in AIP to Reserve Component members serving in Afghanistan or Iraq for an agreement to voluntarily extend their period of active duty beyond their 24 month period of mobilization.

Special Operations Forces Program

The PDUSD (P&R) authorized AIP for military members assigned to the Special Operations Command (SOCOM) effective January 1, 2005.

Enlisted members and warrant officers assigned in MFP-11 SOCOM billets having more than 25 years of service, and who are designated by the Combatant Commander SOCOM as “operators” shall be authorized AIP provided the member signs a written agreement to remain on active duty for an additional minimum 12-month period. The period may be prorated in the year of scheduled retirement.

Members will be entitled beginning on the effective date of the agreement through the length (period) of the agreement. The monthly rate of AIP under this program is $750.

Note: Refer to Chapter 10M for input and process help screens.

(Remainder of this page reserved for future use)

Chapter 10

TOXIC FUELS (OR PROPELLANTS) DUTY

General

A member is entitled to hazardous duty incentive pay (HDIP) for duty involving the servicing of aircraft or missiles with highly toxic fuels or propellants when this duty is performed as a primary duty.

Entitlement

A member is entitled to HDIP for duty involving the servicing of aircraft or missiles with highly toxic fuels or propellants for the testing of aircraft or missile systems (or components of such systems) during which highly toxic fuels are used when this duty is performed as a primary duty according to the requirements below.

Requirements

Primary duty under this section requires:

A. Removal, replacement, and servicing of the emergency power unit of an aircraft with H-70 propellant (30 percent water, 70 percent hydrazine).

B. Participation by those personnel performing duties in subparagraph A, above, who must also participate in an emergency response force, spill containment, or spill cleanup involving H-70 propellant (30 percent water, 70 percent hydrazine).

C. Handling and maintaining the liquid propellants (liquid oxidizer-nitrogen tetroxide; unsymmetrical dim ethyl hydrazine) used in the Titan weapon system if such duty requires the qualification in the use of the rocket fuel handler's clothing outfit and involves:

1. Launch duct operations, including flow, pressurization, on-load, off-load, set-up, or tear down involving propellant transfer operations.

2. Set-up, installation, or tear down for fuel/oxidizer flow.

3. Decontamination of equipment, including but not limited to the rocket fuel handler's clothing outfit.

4. Venting or pressurizing missile fuel or oxidizer tanks.

5. Removing or replacing missile components while missile fuel and oxidizer tanks are loaded with such propellants.

6. Transferring propellants between commercial and military holding trailers; or between holding trailers and fuel/oxidizer pump rooms.

7. Normal preventive maintenance activities including but not limited to seal changes.

D. Handling and maintaining the propellants, unsymmetrical dim ethyl hydrazine and inhibited red-fuming nitric acid used in the LANCE missile system.

E. Handling, transporting, or working with toxic fuels/propellants by members assigned to the Air Force Rocket Propulsion Lab (AFRPL) who:

1. Directly manage and inspect the activities of crew members who conduct operations involving experimental rocket propulsion systems and components.

2. Directly monitor and set up measurement instruments in operational areas where contamination is suspected or may be physically present.

3. Install and remove instrumentation devices from propulsion systems and components.

4. Perform final test preparation and immediate safety inspection duties around pressurized, active systems during pre-run and post-run test periods.

5. Install and repair electrical systems.

F. Handling, loading/unloading, and transporting toxic fuels and oxidizers at the precision sled track while working with the liquid rocket sled which uses JP-X (a mixture of jet fuel (JP-4) and

unsymmetrical dim ethyl hydrazine) and red-fuming nitric acid and a propulsion.

G. Involvement with other toxic substances contained in missile or aircraft weapon system fuels or propellants as determined by the Secretary concerned.

Note: Refer to Chapter 10M for input and process help screens.

(the remainder of this page reserved for future use)

Chapter 10H

Toxic Pesticides Duty

General

A member is entitled to incentive pay for duty involving frequent and regular exposure to highly toxic pesticides when the member is assigned by competent orders to the entomology, pest control, pest management, or preventive medicine functions of a Uniformed Service for a period of 30 consecutive days or more.

Requirements

Members must perform fumigation duties described below during a calendar month to receive incentive pay for the month. Duty under this section covers any fumigation task utilizing:

A. phosphine, sulfuryl fluoride, hydrogen cyanide, methyl bromide, or

B. a fumigant of comparable high-acute toxicity and hazard potential.

Restrictions

Effective November 6, 1986, the use of solid fumigant formulations such as aluminum phosphide, magnesium phosphide, and calcium cyanide in the outdoor control of burrowing animals does not qualify a member for incentive pay under this section.

Note: Refer to Chapter 10M for input and process help screens.

(the remainder of this page reserved for future use)

Chapter 10I

Dangerous Viruses Lab Duty

General

Effective October 1, 1981, a member is entitled to incentive pay for duty involving laboratory work that utilizes live dangerous viruses or bacteria as a primary duty.

Entitlement

Members must perform a duty as prescribed by competent orders for a period of 30 consecutive days or more to participate in or conduct applied or basic research that is characterized by a changing variety of techniques, procedures, equipment, and experiments.

Requirements

Duty under this section must be a primary duty performed by members who work with microorganisms that:

A. cause disease:

(1) With a high potential for mortality; and

(2) For which effective therapeutic procedures are not available.

B. and for which no effective prophylactic immunization exists.

Note: Refer to Chapter 10M for input and process help screens.

(the remainder of this page reserved for future use)

Chapter 10J

Chemical Munitions

General

Effective October 1, 1985, a member is entitled to hazardous duty incentive pay (HDIP) for duty involving the handling of chemical munitions (or components of such munitions) as a primary duty.

Entitlement

The entitlement to the pay under this section is based upon the performance of such duty that has the potential for accidental exposure to chemical agents and not upon actual quantifiable exposure to such agents. Therefore, neither the construction of the term nor the receipt of pay provided for in this section may be construed as indicating that any person entitled to such pay actually has been exposed to chemical agents contrary to the provisions of any statute, executive order, rule, or regulation relating to health and safety which is applicable to the Uniformed Services.

Requirements

A. Primary duty under this section requires direct physical handling of:

(1) Toxic chemical munitions incident to storage, maintenance, testing, surveillance, assembly, disassembly, demilitarization, or disposal of said munitions;

(2) Chemical surety material defined by the Secretary of the Military Department concerned, incident to manufacture, storage, testing, laboratory analysis, detoxification, or disposal of said material;

(3) Toxic chemical munitions incident to the technical escort of shipments of said munitions; or

(4) Chemical surety material, defined by the Secretary concerned, incident to technical escort of shipments of said material.

Restrictions

Incentive pay under this section does not include the following duties:

(1) Handling of the individual components of binary chemical agents or munitions.

(2) User handling incident to loading, firing, or otherwise launching the toxic chemical munitions, or field storage operations during hostilities.

(3) Handling of research, development, testing, and evaluation dilute solutions of toxic chemicals as defined by the Secretary concerned.

(4) Handling of riot control agents, chemical defoliants and herbicides, smoke, flame and incendiaries, and industrial chemicals.

Note: Refer to Chapter 10M for input and process help screens.

(the remainder of this page reserved for future use)

Chapter 10K

Maritime Visit, Board, Search and Seizure Duty (VBSS)

General

A member of a uniformed service who is entitled to basic pay is also entitled to incentive pay for hazardous duty involving regular participation as a member of a team conducting visit, board, search, and seizure operations aboard vessels in support of maritime interdiction operations.

Entitlement

The Department of Navy has established that in order to qualify for incentive pay for any month under this section a member must:

(1) Be assigned for an entire month to a billet designated as requiring frequent and regular participation in visit, board, search and seizure operations.

(2) Be properly trained for the VBSS billet.

(3) Participate in a minimum of three boarding missions (excluding training exercises) during each month of qualification.

Note: Refer to Chapter 10M for input and process help screens.

(the remainder of this page reserved for future use)

Chapter 10L

Polar Region Flight Operations Duty

General

A member of a uniformed service who is entitled to basic pay is also entitled to incentive pay for hazardous duty involving use of ski-equipped aircraft on the ground in Antarctica or on the Arctic ice-pack.

Entitlement

A member shall be eligible in any calendar month beginning on or after October 1, 2003, during which that member participated in a take-off from or landing on the ground in Antarctica or the Arctic Ice-Pack, or the servicing of, or the handling of cargo in connection with such aircraft on the ground in such a polar region.

The appropriate commander shall certify those members who, under competent orders, perform such duty in a calendar month.

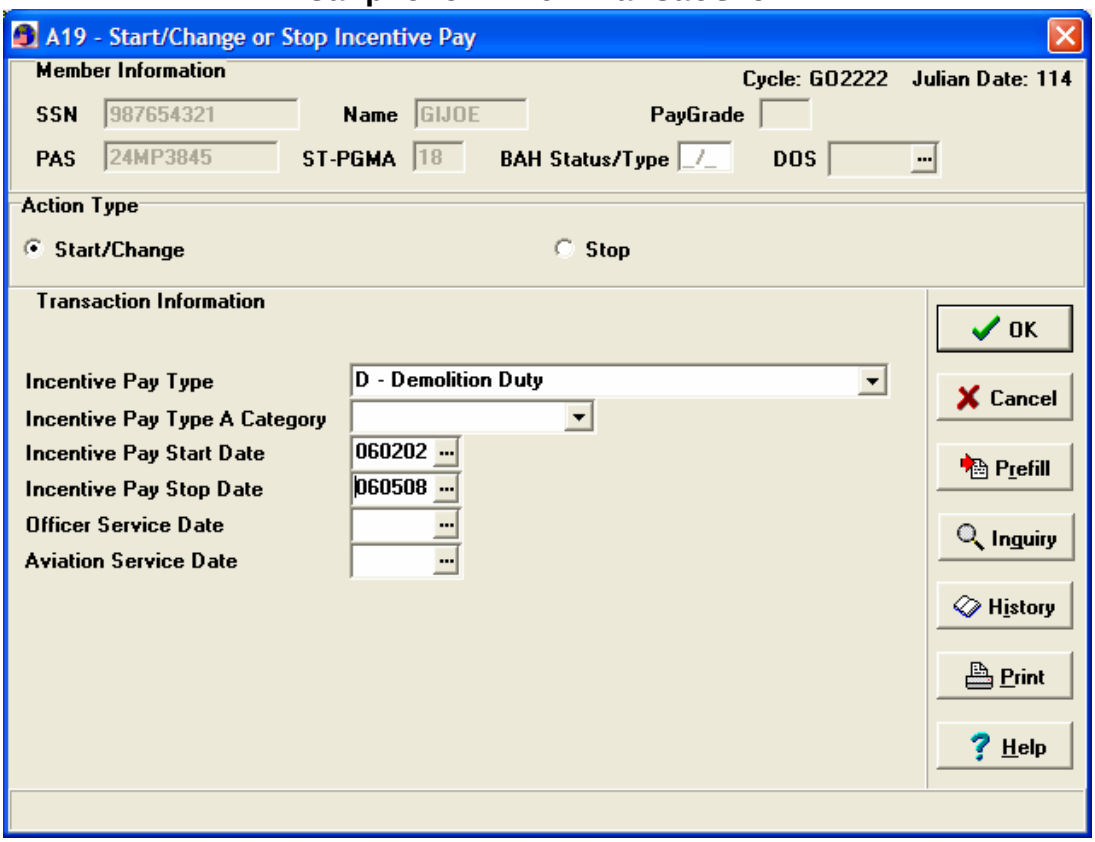
Note: Refer to Chapter 10M for input and process help screens.

(the remainder of this page reserved for future use)

Chapter 10M

INCENTIVE PAYS INPUT SCREENS

Sample of A19 Transaction



HELP SCREEN FOR A19 IP TRANSACTIONS

A19 - START/CHANGE OR STOP INCENTIVE PAY

START/CHANGE BUTTON

Enter the necessary information to start or change this transaction. If making a change, data in the fields listed below will be filled with previously reported information. You may change one or all of the fields.

HELP SCREEN FOR A19 IP TRANSACTIONS

STOP BUTTON

If the stop button is selected, the Incentive Pay Type field will be filled with an "N" and all other fields will be zero filled and dimmed.

INCENTIVE PAY TYPE

Make a selection from the Drop-down menu. Drop-down choices are:

A = Rated officer, enlisted crew member, crew member flight nurses, or CEFIP.

HELP SCREEN FOR A19 continued

B = Non-rated officers and operational support enlisted as defined in AFR 35-13.
C = Parachute duty
D = Demolition duty
N = No Entitlement

INCENTIVE PAY TYPE A CATEGORY

NOTE: If the Incentive Pay Type field equals “A” then this field must be 1, 2, 3, or 4. The data in this field is not a necessary part of the transaction sent to core however it is used to facilitate proper edit validations on the various date fields found on this transaction.

If ‘A’ is selected in the INCENTIVE PAY TYPE field, a Drop-down menu for the applicable Pay Grade category is displayed. Make a selection from the Drop-down menu.

If the Pay Grade is 01 through 10 or 21 through 25, the Drop-down choices are:

1 = Rated Officer/Warrant Officer entitled to ACIP
4 = Crew Member Flight Nurse

If the Pay Grade is 31 through 39, the Drop-down choices are:

2 = Enlisted Crew Member entitled to CEFIP
3 = Enlisted Crew Member entitled to HDIP

If the Pay Grade is not 01 through 10 or 21 through 25 or 31 through 39, or if the Pay Grade is not known, the Drop-down choices are:

1 = Rated Officer/Warrant Officer entitled to ACIP
2 = Enlisted Crew Member entitled to CEFIP
3 = Enlisted Crew Member entitled to HDIP
4 = Crew Member Flight Nurse

INCENTIVE PAY START DATE / Air Force and Army:

Enter the Incentive Pay start date as stated in the hazardous duty orders in YYMMDD format.

Leave blank if Incentive Pay Type A and member is a rated officer entitled to Aviation Continuation Incentive Pay (ACIP) or member is enlisted and entitled to CEFIP. DMO will system-generate 000000 on the output record.

INCENTIVE PAY START DATE / Navy:

Enter the Incentive Pay start date in YYMMDD format if Incentive Pay Type = A and Incentive Pay Type Category = 3 or 4. Otherwise, leave blank and DMO will system generate 000000 on the output record.

HELP SCREEN FOR A19 continued

Enter the date member received into unit in YYMMDD format for Incentive Pay Type B, C and D.

INCENTIVE PAY STOP DATE / Air Force and Army:

Enter the incentive pay stop date as stated in the hazardous duty orders in YYMMDD format.

Leave blank if Incentive Pay Type A and member is a rated officer entitled to Aviation

Continuation Incentive Pay (ACIP) or member is enlisted and entitled to CEFIP. DMO will system generates 000000 on the output record.

Leave blank if Incentive Pay Type A and member is a Crew Member Flight Nurse. DMO will system generates 999999 on the output record.

Enter 501231 if Incentive Pay Type A and member is an enlisted crew member and the end date in hazardous duty orders is indefinite.

Leave blank if Incentive Pay Type N and member is removed from hazardous duty. DMO will system generates 000000 on the output record.

Enter actual stop date from the hazardous duty orders, if Incentive Pay Type is B, C, D.

NOTE: When orders are issued extending the original hazardous duty orders, submit an A19 transaction with the same Incentive Pay Type and the same start date as currently recorded on the MMPA with the new stop date.

INCENTIVE PAY STOP DATE / Navy:

Enter the stop date in YYMMDD format.

Enter 501231 if member is enlisted crew member and Incentive Pay Type A.

Leave blank if member is officer and Incentive Pay Type A or if member is enlisted and entitled to CEFIP. DMO will system-generate 000000 on the output record.

Enter 501230 if Incentive Pay Type is B, C or D.

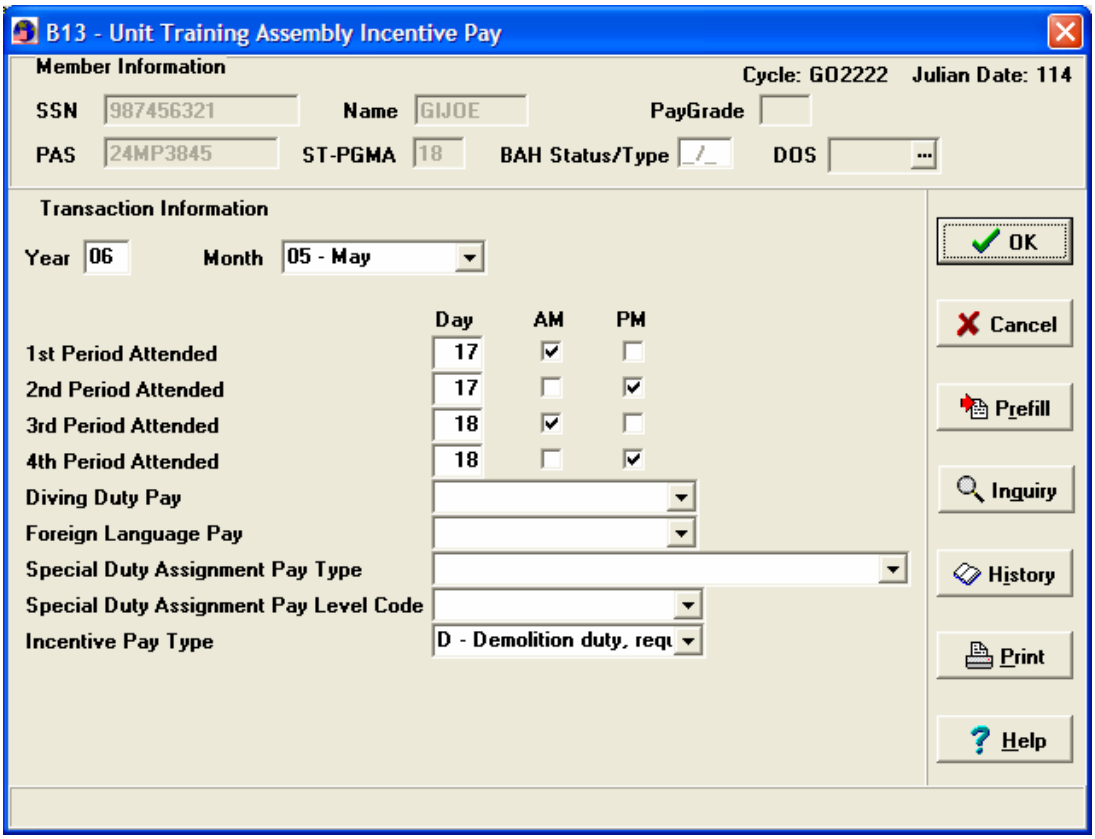
HELP SCREEN FOR A19 continued

OFFICER SERVICE DATE (OSD)
Enter date in YYMMDD format if Incentive Pay Type is A and member is a rated officer. Otherwise, leave blank.

OFFICER SERVICE DATE (OSD)
Enter date in YYMMDD format if Incentive Pay Type is A and member is a rated officer. Otherwise, leave blank.

AVIATION SERVICE DATE
Enter date in YYMMDD format if Incentive Pay Type is A and member is a rated officer or member is enlisted and entitled to CEFIP.

SAMPLE OF B13 UNIT TRAINING ASSEMBLY INCENTIVE PAY



HELP SCREEN FOR B13 UTA INCENTIVE PAY

B13 UNIT TRAINING ASSEMBLY INCENTIVE PAY

This transaction is used to pay incentive pay for a drill when a member fails to meet the incentive pay requirements, but later meets the requirements. Do not submit the B13 transaction until the basic pay for the period claimed has been paid. Only one type of incentive pay can be submitted on this transaction.

TO MOVE BACKWARDS WITHIN THIS INPUT SCREEN SELECT THE SHIFT KEY AND HOLD IT DOWN THEN SELECT THE TAB KEY.

YEAR

Enter the year, in YY format, the drill is performed.

MONTH

Make a selection from the Drop-down menu. Drop-down choices are:

01 = January
02 = February
03 = March
04 = April
05 = May
06 = June

HELP SCREEN FOR B13 CONTINUED

07 = July
08 = August
09 = September
10 = October
11 = November
12 = December

NOTE: Submit a separate B13 for each month member has performance.

1st through 4th PERIOD ATTENDED (DRILL PERIODS)
For each applicable drill period, first enter the day of the month that the drill period occurred, and second, indicate whether the period was an AM or PM training period. The drill periods listed must be for the month indicated and they must be listed in chronological order as appropriate.

DAY
Enter the calendar day of the month for the drill period being reported. Must not exceed the maximum number of days in the month identified.

AM/PM
Identified the time of the drill next to each identified drill period. In accordance with the pay system, the drilling period must be reported in segments (AM and PM). Use either the Space Bar or the Mouse to fill in the applicable ("AM" or "PM") box. Use the Tab key to move past the AM box to the PM box.

DIVING DUTY PAY

NOTES:

If the Foreign Language Proficiency Pay field contains an entry the Diving Duty Pay field must be blank.

If the Diving Duty Pay field contains an entry, the Foreign Language Proficiency Pay and SDAP Type field must be blank.

If both the Foreign Language Pay field and the Diving Duty Pay field are blank the Incentive Pay Type field must contain an entry.

Make a selection from the Drop-down menu. Drop-down choices are:

Air Force:
0K = Diving Duty (Officer)
0P = Pararescue (Enlisted)
08 = Scuba (Enlisted)

HELP SCREEN FOR B13 CONTINUED

Army:

0A = Combat Diver (Officer)
0H = Combat diver (Enlisted)
0I = Marine Diving (Officer)
0J = Master Diver (Enlisted)
0L = Diver 1st Class (Enlisted)
0M = Salvage Diver (Enlisted)
0N = Diver 2nd class (Enlisted)
0V = Officer Trainee

Navy:

Leave blank if Foreign Language Proficiency Pay field contains an entry. Otherwise make a selection from the Drop-down menu. Drop-down choices are:

0A = Advance Underwater Construction Technician
0B = Medical Deep Sea Diving Technician
0C = Medical Special Operations Technician
0D = Salvage/Construction Demolition Diver
0D = EOD Technicians
0E = Combatant Swimmer (SEAL)
0F = Senior EOD Technician
0G = Diving Officer
0H = Senior EOD Technician/Parachutist
0I = EOD (Officer)
0J = Master Diver
0L = Master EOD Diver
0N = Basic Underwater Construction Technician
0O = Diver Second Class
0Q = UDT/SEAL Officer (113x)
0R = Scuba Diver
0S = Seal Delivery Vehicle Pilot/Navigator
0T = Seal Delivery Vehicle Pilot/Navigator EOD
0U = Master EOD Diver/Parachutist
0V = Diving Officer (Scuba)
0W = Undersea Medical Diver
0Y = Diver First Class
0Z = Ship Salvage Operations Officer
01 = EOD Assistant
02 = EOD Mobile Unit Diver
03 = Basic Combatant Swimmer
04 = UDT/SEAL Officer (118x)
06 = Saturation Diver
07 = Medical Deep-Sea Diving Tech

HELP SCREEN FOR B13 CONTINUED

FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)

NOTES:
If the Foreign Language Proficiency Pay field contains an entry the Diving Duty Pay and SDAP Type field must be blank.
If the Diving Duty Pay field contains an entry, the Foreign Language Proficiency Pay field must be blank.
If both the Foreign Language Pay field and the Diving Duty Pay field are blank the Incentive Pay Type field must contain an entry.

Make a selection from the Drop-down menu. Drop-down choices are:

Air Force:

11 = FLPP I Level I $100.00
12 = FLPP I Level 2 $125.00
13 = FLPP I Level 3 $150.00
14 = FLPP I Level 4 $175.00
15 = FLPP I Level 5 $200.00
16 = FLPP I Level 6 $225.00
17 = FLPP I Level 7 $250.00
18 = FLPP I Level 8 $275.00
19 = FLPP I Level 9 $300.00
2A = FLPP II Level 1 $50.00
2B = FLPP II Level 2 $62.50
2C = FLPP II Level 3 $75.00
2D = FLPP II Level 4 $87.50
2E = FLPP II Level 5 $100.00
2F = FLPP II Level 6 $112.50
2G = FLPP II Level 7 $125.00
2H = FLPP II Level 8 $137.50
2I = FLPP II Level 9 $150.00

Army:

11 = FLPP I Level I $100.00
13 = FLPP I Level 3 $150.00
15 = FLPP I Level 5 $200.00
17 = FLPP I Level 7 $250.00
19 = FLPP I Level 9 $300.00
2A = FLPP II Level 1 $50.00
2B = FLPP II Level 2 $62.50
2C = FLPP II Level 3 $75.00
2D = FLPP II Level 4 $87.50
2E = FLPP II Level 5 $100.00
2F = FLPP II Level 6 $112.50
2G = FLPP II Level 7 $125.00
2H = FLPP II Level 8 $137.50
2I = FLPP II Level 9 $150.00

HELP SCREEN FOR B13 CONTINUED

Navy:
Enter spaces if Diving Pay value is not spaces. Otherwise, enter the appropriate code:

12 = FLPP I Level 2 $125.00
13 = FLPP I Level 3 $150.00
14 = FLPP I Level 4 $175.00
15 = FLPP I Level 5 $200.00
16 = FLPP I Level 6 $225.00
17 = FLPP I Level 7 $250.00
18 = FLPP I Level 8 $275.00
19 = FLPP I Level 9 $300.00
2A = FLPP II Level 1 $50.00
2B = FLPP II Level 2 $62.50
2C = FLPP II Level 3 $75.00
2D = FLPP II Level 4 $87.50
2E = FLPP II Level 5 $100.00
2F = FLPP II Level 6 $112.50
2G = FLPP II Level 7 $125.00
2H = FLPP II Level 8 $137.50
2I = FLPP II Level 9 $150.00

SPECIAL DUTY ASSIGNMENT PAY (SDAP) TYPE
May be blank or make a selection from the Drop-down list.

NOTE: If the Foreign Language Proficiency Pay field or the Diving Duty Pay field contains an entry, the SDAP Type field must be blank.

SPECIAL DUTY ASSIGNMENT PAY (SDAP) LEVEL CODE
May be blank or make a selection from the Drop-down list.

NOTE: if the Foreign Language Proficiency Pay field or the Diving Duty Pay field contains an entry, the SDAP Level Code field must be blank.

INCENTIVE PAY TYPE

NOTES:

If the Foreign Language Pay, Diving Duty Pay and the SDAP Type fields are blank the Incentive Pay Type field must contain an entry.

If the Foreign Language Pay, Diving Duty Pay or SDAP Type field contain data, this field must be left blank

HELP SCREEN FOR B13 CONTINUED

Make a selection from the Drop-down menu. Drop-down choices are:

Army and Air Force:

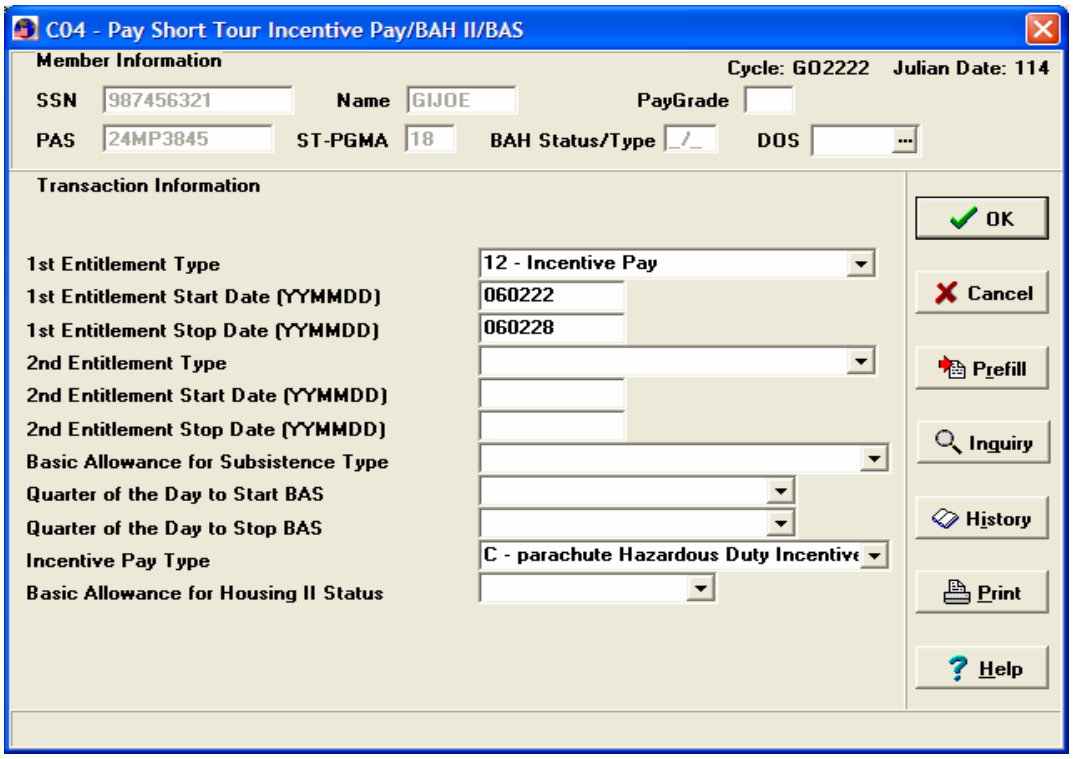
A = Flight Pay Crew Member
B = Flight Pay Non-crew Member
C = Parachute Duty
D = Demolition Duty
E = Dual Incentive Pay
U = Designated Unit Pay

Navy:

A = Flight Pay Crew Member
B = Flight Pay Non-crew Member
C = Parachute Duty
D = Demolition Duty
E = Parachute/Demolition Duty for Navy
U = Designated Unit Pay

Note for Navy: Select "U" if the member is due the $10.00 incentive pay for being enlisted and on commissioned ship. APC will have an 01 in the 3rd and 4th positions and a readiness indicator of "C". This will be paid for drills of type: 5 (ATP), 6 (RMP), 2 (Equivalent Training) and 1 (Regular Pay). Leave blank if not one of the above.

SAMPLE OF C04 PAY SHORT TOUR INCENTIVE PAY



HELP SCREEN FOR C04 SHORT TOUR INCENTIVE PAY

C04 PAY ACTIVE DUTY INCENTIVE PAY / BAHII / BAS

1st ENTITLEMENT TYPE
Enter the appropriate ID:
12 = Incentive pay
35 = Basic Allowance for Housing II
40 = Basic Allowance for Subsistence
NOTE: If the 2nd Entitlement Type is 35 or 40, this field must contain data.

1ST ENTITLEMENT START DATE

Enter the date the 1st entitlement started in YYMMDD format.
NOTE: If the 2nd Entitlement Start Date field contains a valid date, this field must contain a valid date.

1ST ENTITLEMENT STOP DATE
Enter the date the 1st entitlement stopped in YYMMDD format.

NOTE: If the 2nd Entitlement Stop Date contains a valid date, this field must contain a valid date.

HELP SCREEN FOR C04 CONTINUED

2ND ENTITLEMENT TYPE

Enter the appropriate ID, else leave blank:

35 = Basic Allowance for Housing II
40 = Basic Allowance for Subsistence

NOTE: If filled, the 2nd Entitlement Type must be greater than the 1st Entitlement Type.

2ND ENTITLEMENT START DATE

If the 2nd Entitlement Type is 35 or 40, enter the date the 2nd entitlement started in YYMMDD format; otherwise, leave blank.

2ND ENTITLEMENT STOP DATE

Enter the date the 2nd entitlement stopped in YYMMDD format. Leave blank if 2nd Entitlement Type is blank.

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) TYPE

Air Force: Enter the appropriate code:

B = Authorized to mess separately
H = Rations in kind not available
K = Emergency Rations
R = Rations-in-kind not available, effective 01/01/02
S = Standard rate of BAS, effective 01/01/02
T = BAS II, effective 01/01/02

NOTE: If 1st or 2nd entitlement does not equal 40, leave blank.

Army & Navy: Enter the appropriate ID:

B = Authorized to mess separately
H = Rations in kind not available
K = Emergency Rations
P = Partial BAS
R = Rations-in-kind not available, effective 01/01/02
S = Standard rate of BAS, effective 01/01/02
T = BAS II, effective 01/01/02

NOTE: If 1st or 2nd Entitlement Type is not 40, leave blank. This value applies to enlisted personnel only.

QUARTER OF THE DAY TO START BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

Air Force & Army: Enter the quarter day to start BAS if Entitlement ID 1 or ID 2 = 40, else leave blank.

0 = BAS Type equals R, S, or T
1 = 0001 - 0700 hours
2 = 0701 - 1200 hours
3 = 1201 - 1800 hours
4 = 1801 - 2400 hours

HELP SCREEN FOR C04 CONTINUED

Navy: The time of day when a Military person's entitlement for subsistence support began. If the 1st or 2nd Entitlement Type = 40, enter '1' = 0001 – 0700 hours if BAS Type is B, H, K, or P. If the 1st or 2nd Entitlement Type = 40, enter 0 if BAS Type is R, S, or T. Leave blank if the 1st or 2nd Entitlement Type is not 40.

QUARTER OF THE DAY TO STOP BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

Air Force & Army: Enter the quarter day to stop BAS if Entitlement ID 1 or ID 2 = 40, else leave blank.
0 = BAS Type equals R, S, or T

1 = 0001 - 0700 hours
2 = 0701 - 1200 hours
3 = 1201 - 1800 hours
4 = 1801 - 2400 hours

Navy: The time of day when a Military person's entitlement for subsistence support ends. If the 1st or 2nd Entitlement Type = 40, enter '4' = 1801- 2400 hours, if BAS Type is B, H, K, or P. If the 2nd Entitlement Type = 40, enter 0 if BAS Type is R, S, or T. Leave blank if the 1st or 2nd Entitlement Type is not 40.

INCENTIVE PAY TYPE

Air Force: Enter the Incentive pay type if Entitlement ID 1 equals 12, else leave blank.

A = ACIP or Enlisted crew member Hazardous Duty Incentive Pay (HDIP)
B = Non crew member Hazardous Duty Incentive Pay (HDIP)
C = Parachute Hazardous Duty Incentive Pay (HDIP)
D = Demolition Hazardous Duty Incentive Pay (HDIP)
E = Dual Incentive Pay

Army: Enter the appropriate code:
A = ACIP or Enlisted crew member Hazardous Duty Incentive Pay (HDIP)
B = Non crew member Hazardous Duty Incentive Pay (HDIP)
C = Parachute Hazardous Duty Incentive Pay (HDIP)
D = Demolition Hazardous Duty Incentive Pay (HDIP)
E = Dual Incentive Pay

HELP SCREEN FOR C04 CONTINUED

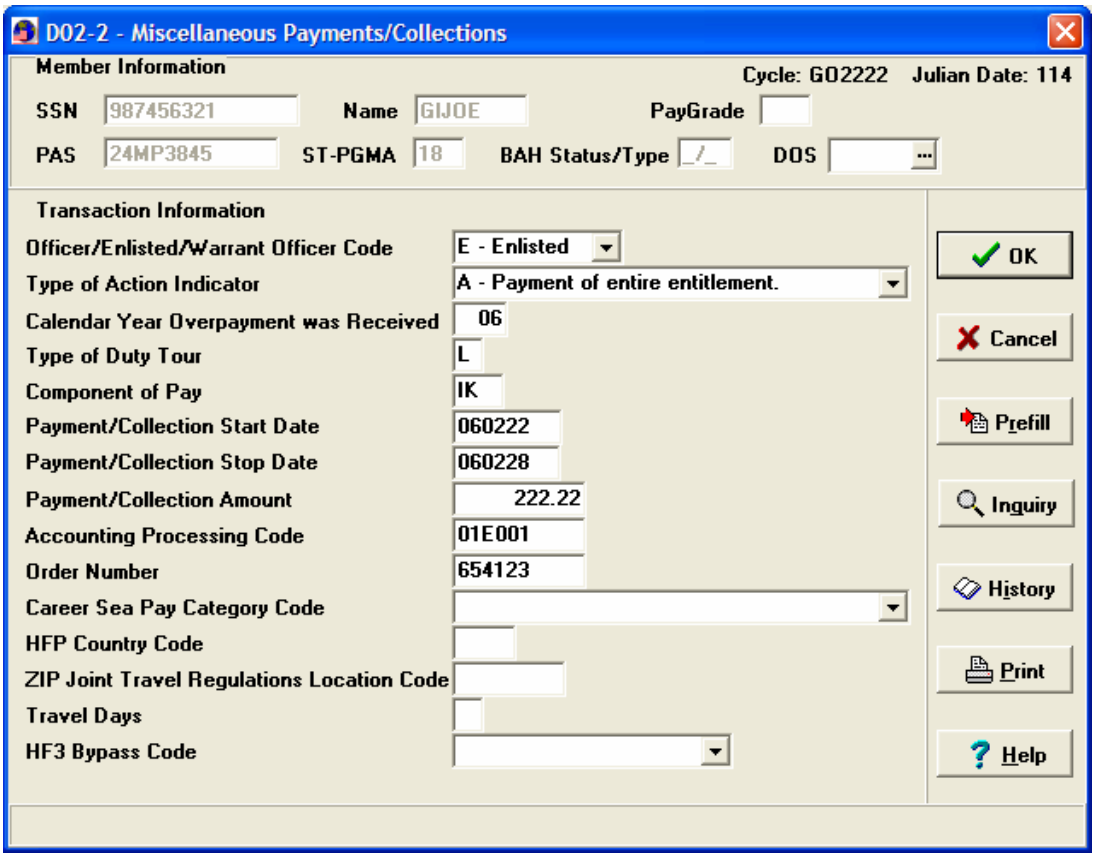
Navy: Enter the Incentive pay type if the 1st Entitlement Type is 12, otherwise, leave blank:

A = Rated officers, enlisted crew members, or crew member flight nurse

B = Non rated officer and operational support enlisted C = Parachute Duty
D = Demolition Duty
E = Parachute/Demolition Duty

BASIC ALLOWANCE FOR HOUSING II (BAH II) STATUS
Enter the appropriate code:
0 = BAH II without dependents
1 = BAH II with dependents
3 = Partial rate BAH II
Leave blank if the 1st or 2nd Entitlement Type is not 35.

SAMPLE OF D02 MISC PAYMENT TRANSACTION



HELP SCREEN FOR D02-2 MISC PAYMENTS TRANSACTION

D02 – 2 MISCELLANEOUS PAYMENTS / COLLECTIONS – CENTRAL SITE

NOTE: The D02-2 does not include a drop down list of COPs. The D02-2 transaction can be used to pay/collect various miscellaneous entitlements that are not included in the COP lists in the D02-1 and D02-3 screens. The D02-1 and D02-3 transactions are simpler to use because the required fields are based on the specific COPs.

When using this transaction, if the input spans more than one month, use separate D02's for each month.

OFFICER / ENLISTED /WARRANT OFFICER CODE
Enter the appropriate code:

O = Officer
E = Enlisted
W = Warrant

HELP SCREEN FOR D02-2 CONTINUED

TYPE OF ACTION INDICATOR
Enter the appropriate code:

A = Payment of entire entitlement
B = Additional entitlement to a previous payment
C = Collect entire entitlement amount
D = Collection due to overpayment
G = Check Cancellation

CALENDAR YEAR OVERPAYMENT WAS RECEIVED

If Type of Action Indicator is "C", "D", or "G", enter the last two positions of the Calendar Year the overpayment was received. If Type of Action Indicator is "A" or "B", leave blank.

TYPE OF DUTY TOUR

Enter the appropriate code listed below or leave blank.

C = Funeral Honors Duty (Long Tour)
L = Long
S = Short
1 = Incapacitation Pay
8 = Funeral Honors Duty (Short Tour)
X = Stipend

NAVY ONLY: For Reserve Officer Training Corps (ROTC) and Health Professions Incentive Program (HPIP), leave blank.

COMPONENT OF PAY
Enter a valid Component of Pay code.

PAYMENT/COLLECTION START DATE
Enter the payment/collection start date in YYMMDD format.

PAYMENT/COLLECTION STOP DATE
Enter the payment/collection stop date in YYMMDD format. This date must be equal to or later than the Payment/Collection Start Date. The Payment/Collection Stop Date YYMM must be equal to the Payment Collection Start Date YYMM.

PAYMENT/COLLECTION AMOUNT
Enter the gross amount to include a decimal point. Example: For $200.00 = 200.00.
Enter one zero with a decimal point for automatic calculation. Example: 0.

HELP SCREEN FOR D0-2 CONTINUED

ACCOUNTING PROCESSING CODE

Enter the Accounting Processing Code from the orders. Must be spaces when Payment / Collection amount = zeros.

***** EFFECTIVE 10/1/2004 (For Navy):**

The following APC's are NO longer valid and should NOT be used: B71560, B71561, B71570, B71571, B71670, B71671, C71570, C71571, C71670, C71671, D71570, D71571, D71670, D71671.

**** EFFECTIVE 10/1/2005 (For Navy ROTC)**

The following APC's should be used:

A71144 = Employer FICA – ROTC Scholarship
A71146 = Employer FICA – ROTC Non-Scholarship
A71121 = Subsistence Pay – Scholarship
A71131 = Training Pay – Scholarship
A71741 = Training Pay – Non-Scholarship
A98044 = ROTC returns
A71761, A71781 and A72781

ORDER NUMBER

Army and Air Force:

Enter the order number from the orders authorizing active duty tour being adjusted.

Navy:

Enter one of the following:

For ROTC, enter '000000'.
For HPIP and Reserve, enter the last digit of the fiscal year in which the training period started and the last five digits of the Standard Document Number (SDN).

CAREER SEA PAY CATEGORY CODE

If the Component of Pay is CV, CW or BH, enter one of the following, otherwise leave blank.

A = Mission is accomplished underway
B = Mission is accomplished in port or in port 50 miles or less from home port.
C = Mission is accomplished underway or in a port more than 50 miles from home port.

HELP SCREEN FOR D0-2 CONTINUED

HFP COUNTRY CODE

If the Component of Pay field contains a "B2", this field must contain a valid country code. Otherwise, leave blank. Ensure that the country code is an authorized HFP/IDP country/area during the period being entered.

ZIP JOINT TRAVEL REGULATIONS LOCATION CODE

If the Component of Pay field contains a "HS", "HV', or "CH" this field must contain data.

If filled, must be numeric greater than zero.

If the Component of Pay field is not "HS", the system will generate zeroes.

TRAVEL DAYS

Enter 0 through 9 or leave blank.

HF3 BY PASS CODE - Used by Central Site Only.

Enter the appropriate code:
Blank = Do Not Bypass History File 3
X = Bypass History File 3

(remainder of page is reserved for future information)

Chapter 11

Special Pay

Introduction to Special Pay

Military members who possess a specific skill and/or are assigned to a specific type of duty designated for special recognition are entitled to Special Pay for the performance of such duty. All pays are taxable, monthly entitlements. Types of Special Pays relative to Army members are:

A. Diving Duty Pay
B. Special Duty Assignment Pay (SDAP)
C. Overseas Extension Pay
D. Hardship Duty Pay
E. Career Sea Pay
F. Hostile Fire/Imminent Danger Pay
G. Foreign Language Proficiency Pay.
H. Medical/Dental/Veterinary/Optometry Pay

Entitlement

Entitlement provisions and general policy regarding Special Pay are detailed in subsequent chapters. Specific guidance regarding these Special Pays can be found in various chapters of the DODFMR, Volume 7A.

Processing Special Pay

Please refer to Chapter 11I for samples of B13, C05, and D02 Special Pay processing screens. Additional help for DMO processing can be found in Chapter 10M, the Incentive Pay input module.

(remainder of this page is reserved for future use)

Chapter 11A

DIVING DUTY

Background of Special Pay

Description – Army members who possess a specific skill and/or are assigned to a specific type of duty designated for special recognition through an additional entitlement are entitled to Special Pay for the performance of such duty. All pays are taxable, monthly entitlements. Types of Special Pays relative to Army members are:

A. Diving Duty Pay
B. Special Duty Assignment Pay (SDAP)
C. Overseas Extension Pay
D. Hardship Duty Pay
E. Career Sea Pay
F. Hostile Fire/Imminent Danger Pay
G. Foreign Language Proficiency Pay.
H. Medical/Dental/Veterinary/Optometry Pay

Effects of Special Pays on the MMPA:

1. Diving Duty Pay: Members entitled to basic pay are entitled to special pay for diving duty for periods during which they are: (1) assigned by orders to diving duty, (2) required to maintain proficiency, (3) actually performing diving duty.

Both officers and enlisted members may be entitled to Diving Duty Pay. Service members must be designated divers, be assigned to diving duty under competent orders, and maintain their qualifications for diving pay. Diving Pay rates are contained in the DoDFMR, Vol 7A, CH 11, and in DJMS module JWMM, Table 013. The rates may change so it is advisable to check the rates periodically on the Table.

Restrictions:

(A) Qualifying members may receive a maximum of two Hazardous Duty Incentive Pays (HDIP). If the member is assigned by orders to Diving Duty, two other HDIP entitlements may be paid. An officer entitled to Aviation Career Incentive Pay (ACIP) may also be entitled to two other HDIPs (one of which may be Diving Duty) if the conditions for the entitlement have been met independently.

(B) Diving Duty Pay is suspended when a member enters one of the following statuses excess leave, AWOL, confinement types 1, 3, 4, and 6, deserter, or death. Diving Duty Pay continues to accrue for the first 30 days of leave. Collect the entitlement for any days leave taken in excess of 30 days.

Processing Special Pay

Please refer to Chapter 11I for samples of B13 input for drills, C05 for Active Duty, and D02 for processing Special Pay outside of IAS. Additional help for DMO processing can be found in Chapter 10M, the Incentive Pay input module.

(remainder of this page is reserved for future use)

Chapter 11B

Special Duty Assignment Pay

Background for Special Pay

Description – Army members who possess a specific skill and/or are assigned to a specific type of duty designated for special recognition through an additional entitlement are entitled to Special Pay for the performance of such duty. All pays are taxable, monthly entitlements. Types of Special Pays relative to Army members are:

A. Diving Duty Pay
B. Special Duty Assignment Pay (SDAP)
C. Overseas Extension Pay
D. Hardship Duty Pay
E. Career Sea Pay
F. Hostile Fire/Imminent Danger Pay
G. Foreign Language Proficiency Pay.
H. Medical/Dental/Veterinary/Optometry Pay

General

An enlisted member entitled to basic pay may qualify for special duty assignment pay when the member performs duties designated by the Secretary concerned as extremely difficult or involving an unusual degree of responsibility.

Designations of military specialties for special duty assignment pay are in the applicable regulations of the Military Service concerned. The criteria for designation of military specialties are in Department of Defense Instruction 1304.27, “Award and Administration of Special Duty Assignment Pay,”

Entitlement

A member entitled to special duty assignment pay may receive such pay in addition to any other pay or allowances to which entitled. Special duty assignment pay status is awarded according to the applicable regulations of the Military Service concerned.

The Secretary of the Military Department concerned may deny entitlement of special duty assignment pay to Reserve members on

active duty for less than 181 days. In the absence of such denial, enlisted members of the Reserve Components are eligible to receive special duty assignment pay when on active duty, if otherwise qualified.

CONDITIONS OF ENTITLEMENT

A member who meets the requirements set forth in Table 8-1 of the DODPM may be awarded a special duty assignment rating under procedures in regulations of the Military Service concerned.

Conditions affecting entitlement to special duty assignment pay are shown in Table 8-2 of the DODFMR, Volume 7a. Table 8-2 also shows how to determine the last day on which special duty assignment pay accrues to a member. Stop special duty assignment pay on the date shown in this table, unless an earlier date is specified in the order terminating such pay status.

Certification

On an annual basis, the appropriate authorities review eligibility and payment authority for each member receiving special duty assignment pay. Payment stops automatically on the annual anniversary date if positive certification is not made that a member is still eligible for special duty assignment pay.

Monthly Rates

Special duty assignment pay is currently payable at one of the below listed rates:

SD-1 $75
SD-2 $150
SD-3 $225
SD-4 $300
SD-5 $375
SD-6 $450

Taxation

Special duty assignment pay is subject to the withholding of federal and state income taxes, but not subject to the withholding of Federal Insurance Contribution Act (FICA) taxes.

Processing Special Pay

Please refer to Chapter 11I for samples of B13 input for drills, C05 for Active Duty, and D02 for processing Special Pay outside of IAS. Additional help for DMO processing can be found in Chapter 10M, the Incentive Pay input module.

(remainder of this page is reserved for future use)

Chapter 11C

Overseas Extension Pay

Background for Special Pay

Description – Army members who possess a specific skill and/or are assigned to a specific type of duty designated for special recognition through an additional entitlement are entitled to Special Pay for the performance of such duty. All pays are taxable, monthly entitlements. Types of Special Pays relative to Army members are:

A. Diving Duty Pay
B. Special Duty Assignment Pay (SDAP)
C. Overseas Extension Pay
D. Hardship Duty Pay
E. Career Sea Pay
F. Hostile Fire/Imminent Danger Pay
G. Foreign Language Proficiency Pay.
H. Medical/Dental/Veterinary/Optometry Pay

Entitlement

Entitlement to Overseas Extension Special Pay is based on the following conditions and at the discretion of the Service Secretary:

- Entitlement to basic pay
- Serving in a duty specialty
- Completion of an overseas tour of duty at a location
- Signing an agreement at the end of the tour of duty to extend for at least one additional year.

Officers are entitled to this special pay, effective February 3, 2004.

Termination

Termination of Overseas Extension Pay results from the following:

- Voluntary termination of duty results in the day of the PCS departure as the last day of entitlement to monthly payments.
- Involuntary departure has no effect on monthly special pay awarded.

- Voluntary or involuntary early termination of overseas duty negates further monthly bonus installments and requires recoupment of unearned installments paid in advance.

Effects of Overseas Extension Pay on MMPA:

Overseas Extension Pay may be paid by:

- Special pay delivered in monthly installments in an amount designated by each service secretary, not to exceed $80.00 per month.
- A bonus payable in lump sum or monthly installments in an amount designated by each service secretary, not to exceed $2000.00 per year.

Processing Special Pay

Please refer to Chapter 11I for samples of B13 input for drills, C05 for Active Duty, and D02 for processing Special Pay outside of IAS. Additional help for DMO processing can be found in Chapter 10M, the Incentive Pay input module.

(remainder of this page is reserved for future use)

Chapter 11D

Hardship Duty

Background for Special Pay

Description – Army members who possess a specific skill and/or are assigned to a specific type of duty designated for special recognition through an additional entitlement are entitled to Special Pay for the performance of such duty. All pays are taxable, monthly entitlements. Types of Special Pays relative to Army members are:

A. Diving Duty Pay
B. Special Duty Assignment Pay (SDAP)
C. Overseas Extension Pay
D. Hardship Duty Pay
E. Career Sea Pay
F. Hostile Fire/Imminent Danger Pay
G. Foreign Language Proficiency Pay.
H. Medical/Dental/Veterinary/Optometry Pay

Effects of Special Pays On the MMPA:

Hardship Duty Pay - Location

Hardship Duty Pay (HDP)-Location **s**upersedes Foreign Duty Pay (FDP). HDP is established effective 4 February 1999 and FDP is terminated effective 3 February 1999. HDP is payable to members entitled to basic pay, at a monthly rate not to exceed $300, while the member is performing duty designated by the Secretary of Defense as hardship duty. The Secretary of Defense has established that HDP will be paid to members when assigned to designated locations. Except as noted under restrictions, HDP is payable in addition to all other pay and allowances.

Processing Special Pay

Please refer to Chapter 11I of this manual for samples of DMO Special Pay input. Additional help screens can be found in Chapter 10M, Incentive Pay input module.

(remainder of this page is reserved for future use)

Chapter 11 E

Career Sea Pay

1. Background of Special Pay

Description – Army members who possess a specific skill and/or are assigned to a specific type of duty designated for special recognition through an additional entitlement are entitled to Special Pay for the performance of such duty. All pays are taxable, monthly entitlements. Types of Special Pays relative to Army members are:

A. Diving Duty Pay
B. Special Duty Assignment Pay (SDAP)
C. Overseas Extension Pay
D. Hardship Duty Pay
E. **Career Sea Pay**
F. Hostile Fire/Imminent Danger Pay
G. Foreign Language Proficiency Pay.
H. Medical/Dental/Veterinary/Optometry Pay

Effects of Special Pays On the MMPA

Career Sea Pay

Current eligibility requirements for Career Sea Pay (CSP) are:

1) Enlisted members in pay grades E-1 through E-9, no minimum cumulative sea duty required.

2) Warrant officers - no minimum cumulative sea duty required.

Rates Payable: The rates of CSP for enlisted, commissioned officers and warrant officers are contained in DoDFMR, Vol 7A, Chapter 18. Rates are also available in DJMS modules 086-089.

JWMM--SEA PAY TABLE LIST

086	CAREER SEA DUTY PAY ENLISTED
087	CAREER SEA DUTY PAY OFFICER
088	WARRANT OFF CAREER SEA PAY

1) Enlisted members may not receive both Career Sea Pay and Hardship Duty Pay-Location for the same period of service.

(2) Career Sea Pay is stopped when a change of category (enlisted to officer) transaction processes. If the member is still entitled to Career Sea Pay, a new start transaction must be input.

(3) Career Sea Pay is suspended when a member enters a status for excess leave or death.

(4) Categories of vessels:

A. Category A - Vessel is in active status, in commission or in service, whose primary mission is accomplished underway. Members are entitled to payment of Career Sea Pay continuously.

B. Category B - Vessel is in active status, in commission or in service, whose primary mission is in home-port, or in a port 50 miles or less from home-port. As of Feb 1996 Tenders are entitled to continuous sea pay and shall be processed as Cat A. All other Cat B vessels shall continue to receive sea pay only when the underway conditions mentioned above have been met.

C. Category C - Also considered a Category B vessel, but vessel is underway, or in a port more than 50 miles from home-port. Members are entitled to Career Sea Pay only when underway.

Sea Duty Effective Date

The Sea Duty Effective Date is the date a member first reported for sea duty and is adjusted by non-creditable periods of service, such as confinement, suspensions, or otherwise removed from duty.

Processing Transactions for Career Sea Pay

Please refer to Chapter 11I for samples of B13 input for drills, C05 for Active Duty, and D02 for processing Special Pay outside of IAS. Additional help for DMO processing can be found in Chapter 10M, the Incentive Pay input module.

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Chapter 11F

Hostile Fire/Imminent Danger

1. Background of Special Pay

Description – Army members who possess a specific skill and/or are assigned to a specific type of duty designated for special recognition through an additional entitlement are entitled to Special Pay for the performance of such duty. All pays are taxable, monthly entitlements. Types of Special Pays relative to Army members are:

A. Diving Duty Pay
B. Special Duty Assignment Pay (SDAP)
C. Overseas Extension Pay
D. Hardship Duty Pay
E. Career Sea Pay
F. Hostile Fire/Imminent Danger Pay
G. Foreign Language Proficiency Pay.
H. Medical/Dental/Veterinary/Optometry Pay

2. Effects of Special Pays On the MMPA:

Hostile Fire/Imminent Danger Pay

Whether you call it Hostile Fire Pay or Imminent Danger Pay (HFP/IDP), this special pay is authorized when a member is serving in duty in which they are subject to hostile fire or in imminent danger. HFP/IDP is not taxable when a member is assigned to a combat zone. Designated areas for HFP/IDP are available using the DJMS module JWMM Tables 054 and 154. **NOTE: ONCE TABLE 054 IS ACCESSED THE 2 DIGIT COUNTRY CODED IS NEEDED FOR THE ACTUAL LISTING.** HFP/IDP and CZTE are also listed in DoDFMR, Vol. 7A, CH. 10. The HFP/IDP entitlement is reflected on the processed transaction as a TIN A35 with the start date and the two digit country code. The A35 will systematically generate an A90 within the current calendar year. A member who is entitled to basic pay is entitled to HFP/IDP for any month during any part in which the member either:

a. is on official duty in a designated area

b. is subject to hostile fire or explosion of hostile mines, or

c. is killed; injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile action.

Applicable rates are:

(1) Prior to August 1, 1990 - $110.00 per month.
(2) Effective August 1, 1990 - $150.00 per month.
(3) Effective October 1, 2002 - $225.00 per month

Special Conditions of HFP/IDP

HFP/IDP is suspended when a member enters a status of excess leave or death. HFP/IDP continues to accrue while a member is on leave unless the member is absent from the designated area for an entire calendar month. If the member is absent for more than a calendar month, collection must be made for each calendar month of absence.

On March 20, 1996, H. R. 2778 was signed into law; this bill changed the taxable wage exclusion for officers and also authorized combat zone tax exclusion (CZTE) for members performing duty in Operation Joint Endeavor (OJE). The monthly taxable wage exclusion for officers was changed from $500.00 a month to an amount equal to the basic pay rate of the highest rate of basic pay for an enlisted member, plus IDP, when authorized, with an effective date of November 1, 1995. As the highest rate of enlisted basic pay increases each year, the taxable wage exclusion for officers will also increase. DJMS application JWMM Table 074 will be updated accordingly.

Table 074 (FITW Wages Combat Zone Exclusion) contains effective dates and the monthly rate of the exclusion for officers.

Table 012 (Hostile Fire Pay) contains effective dates and the daily/monthly rate of $225.00, for enlisted and officer personnel.

Table 054 (HFP/IDP Countries) contains the country codes and dates of the IDP authorization, as determined by the Secretary of Defense. When the IDP authorization for a country is terminated, Table 54 will be updated.

Processing Special Pay

Please refer to Chapter 11I for samples of B13 input for drills, C05 for Active Duty, and D02 for processing Special Pay outside of IAS. Additional help for DMO processing can be found in Chapter 10M, the Incentive Pay input module.

(remainder of this page is reserved for future use)

Chapter 11G

Foreign Language Proficiency Pay

Background of Special Pay

Description – Army members who possess a specific skill and/or are assigned to a specific type of duty designated for special recognition through an additional entitlement are entitled to Special Pay for the performance of such duty. All pays are taxable, monthly entitlements. Types of Special Pays relative to Army members are:

A. Diving Duty Pay
B. Special Duty Assignment Pay (SDAP)
C. Overseas Extension Pay
D. Hardship Duty Pay
E. Career Sea Pay
F. Hostile Fire/Imminent Danger Pay
G. Foreign Language Proficiency Pay
H. Medical/Dental/Veterinary/Optometry Pay

Effects of Special Pays On the MMPA:

Foreign Language Proficiency Pay (FLPP): Officers and enlisted members, entitled to basic pay, who have been certified by the Secretary concerned to be proficient in a foreign language identified by the Secretary of Defense (SECDEF) for such pay and who meet one of the following conditions of entitlement may be paid Foreign Language Proficiency Pay (FLPP):

a. Qualifications and Conditions.

(1) Is qualified in a military specialty requiring a foreign language; or

(2) Has received training under regulations prescribed by the Secretary concerned; or

(3) Is assigned to military duties requiring such proficiency; or

(4) Is proficient in foreign language for which the Department of Defense may have a critical need (as determined by the SECDEF).

b. Rates Payable: The monthly rate of FLPP shall be determined by the Secretary concerned as prescribed in DJMS application JWMM table 038.

c. Processing Transactions for FLPP.

Processing for FLPP will be done with B13, C05 or D02 outside IAS.

1. FLPP may be awarded for proficiency in more than one language, but the total monthly rate payable (of all combined) cannot exceed $100.

2. FLPP is computed on a 30 day month (monthly entitlement), accruing from the date of authorization through the effective date of termination orders. Payment is prorated for the month in which entitlement begins or ends (monthly rate divided by 30 times the number of days authorized for the applicable month).

d. Regulations: The DoDFMR, Vol 7A, par 11901 through 11911 contain general entitlement guidelines.

e. Termination of Foreign Language Proficiency Pay (FLPP): FLPP is suspended when a member enters a status of excess leave or death.

Processing Special Pay

Please refer to Chapter 11I for samples of B13 input for drills, C05 for Active Duty, and D02 for processing Special Pay outside of IAS. Additional help for DMO processing can be found in Chapter 10M, the Incentive Pay input module.

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Chapter 11H

Medical Special Pay

Background for Special Pay

Description – Army members who possess a specific skill and/or are assigned to a specific type of duty designated for special recognition through an additional entitlement are entitled to Special Pay for the performance of such duty. All pays are taxable, monthly entitlements. Types of Special Pays relative to Army members are:

A. Diving Duty Pay
B. Special Duty Assignment Pay (SDAP)
C. Assignment Incentive Pay
D. Hardship Duty Pay
E. Career Sea Pay
F. Hostile Fire/Imminent Danger Pay
G. Foreign Language Proficiency Pay.
H. Medical/Dental/Veterinary/Optometry Pay

Effects of Special Pays On the MMPA

OFFICERS

1. Variable Special Pay
2. Board Certified Pay
3. Additional Special Pay
4. Incentive Special Pay

A. VARIABLE SPECIAL PAY

A. Effective December 5, 1991, the following categories of medical officers on active duty less than 1 year, other than active duty for training are eligible to receive special pay provided under this section, in the same manner as a regular medical officer.

1. Reservists called to active duty for more than 30 days but less than 1 year, other than active duty for training.

2. Active duty medical officers involuntarily retained under 10 U.S.C. 12305 (reference (c)).

3. Active duty medical officers who voluntarily agree to remain on active duty for less than 1 year when officers are

involuntarily retained on active duty under 10 U.S.C. 12305 (reference (c)), or the Secretary of Defense determines that special circumstances justify the payment of special pay under this subparagraph.

4. Retirees recalled to active duty for more than 30 days under 10 U.S.C. 688 (reference (c)).

B. Payment of special pay authorized may be made on a monthly basis, prorating for partial months when appropriate. The officer shall refund any amount received in excess of the amount that corresponds to the actual period of active duty served by the officer.

Rates Payable

The monthly rates payable are:

A. If the officer is an intern.....$ 100.00

B. If the officer has less than 6 years of creditable service and is not an intern.....416.66

C. If the officer has 6 but less than 8 years of creditable service.....1,000.00

D. If the officer has 8 but less than 10 years of creditable service…....958.33

E. If the officer has 10 but less than 12 years of creditable service.....916.66

F. If the officer has 12 but less than 14 years of creditable service..….833.33

G. If the officer has 14 but less than 18 years of creditable service.....750.00

H. If the officer has 18 but less than 22 years of creditable service.....666.66

I. If the officer has 22 or more years of creditable service.....583.33

J. If the officer is serving in a pay grade above O-6, regardless of years of creditable service 583.33

Special Provisions

A. A medical officer is entitled to variable special pay if an ordered tour of less than 1 year is amended to require continuous active duty for 1 year or more. Entitlement begins on the date the amending orders are issued to extend the tour to 1 year or more.

B. Entitlement to this variable special pay is in addition to any other pay and allowances of the officer.

C. In order to receive this entitlement a Reserve medical officer must be on active duty for more than 30 days but less than 1 year, other than for training.

B. BOARD CERTIFIED PAY

Entitlement Medical officers as defined in paragraph 050101, above, are entitled to board certified pay for active duty when they meet the requirements of this section.

Rates Payable The monthly rates payable are:

A. If the officer has less than 10 years of creditable service.....$208.33

B. If the officer has 10 but less than 12 years of creditable service.....291.66

C. If the officer has 12 but less than 14 years of creditable service.....333.33

D. If the officer has 14 but less than 18 years of creditable service.....416.66

E. If the officer has 18 or more years of creditable service.....500.00

Special Provisions

A. A medical officer is entitled to board certified pay if:

1. Entitled to variable special pay.
2. Board certified.

B. Entitlement to this board certified pay is in addition to any other pay and allowances of the officer.

Board Certified Defined. A medical officer is considered board certified if:

A. Certified by an American Medical or Osteopathic Specialty Examining Board. (Listings of the recognized certifying boards are published annually in the Directory of Residency Training Programs, published by the American Medical Association, and the American Osteopathic Association Yearbook and Directory of Osteopathic Physicians.)

B. Board certification equivalency has been established for specialties unique to military medicine for which there is a formal postgraduate medical training program of not less than 2 academic years. Successful candidates will receive a certificate of board certification equivalency.

C. ADDITIONAL SPECIAL PAY

Entitlement

Medical officers as defined above, are entitled to additional special pay when they meet the requirements of this section and the requirements of the administrative regulations of the Military Service concerned.

Eligibility Criteria. To qualify for additional special pay under this section, a medical officer must:

A. Not be undergoing internship or initial residency training.

B. Effective December 5, 1991, the following categories of medical officers on active duty less than 1 year, other than active duty for training are eligible to receive special pay provided under this section.

1. Reservists called to active duty for more than 30 days but less than 1 year, other than active duty for training.

2. Active duty medical officers involuntarily retained under 10 U.S.C. 12305 (reference (c)).

3. Active duty medical officers who voluntarily agree to remain on active duty for less than 1 year when officers are involuntarily retained on active duty under 10 U.S.C. 12305

(reference (c)), or the Secretary of Defense determines that special circumstances justify the payment of special pay under this subparagraph.

4. Retirees recalled to active duty for more than 30 days under 10 U.S.C. 688 (reference (c)).

Rates Payable

A. If eligible under subparagraphs A and B, above, a medical officer is entitled to additional special pay of $15,000 for each 12-month period.

B. If eligible under subparagraph C, above, a medical officer is entitled to a monthly pro rata portion of the annual additional special pay.

Time of Payment

A. Pay additional special pay monthly after end of month cutoff but before the first update of the new calendar month. Prorate on a daily basis when service during any month is less than a full month.

B. For medical officers eligible under subparagraph 050303.C, above, pay a pro rata portion of the applicable annual amount for additional special pay as a monthly entitlement. If service during any month is less than a full month, prorate the additional special pay on a daily basis.

Termination, Recoupment, and Refund of Unearned Additional Special Pay

A. The Secretary of the Military Department concerned (or designee) may terminate, at any time, an officer’s entitlement to additional special pay. If entitlement is terminated, recoup the unearned additional special pay on a pro rata basis (based on 360 days per year).

B. If an officer enters internship or initial residency training or does not serve on active duty for the period of the agreement, recoup the unearned additional special pay on a pro rata basis (based on 360 days per year).

C. Recoupment of unearned additional special pay is not required when the officer's failure to complete the period of active duty specified in the agreement is due to:

1. Death or disability that is not the result of misconduct or willful neglect and not incurred during a period of unauthorized absence.

2. Separation from military service by operation of laws or DoD or Military Service regulations, when approved by the Secretary of the Military Department concerned (or designee).

3. In other cases, when the Assistant Secretary of Defense for Health Affairs (ASD(HA)) determines recoupment is not in the best interest of the government.

D. Effective October 1, 1985, a discharge in bankruptcy that is entered less than 5 years after the termination of an additional special pay agreement does not discharge the medical officer from a debt arising under the terminated additional special pay agreement.

E. Medical officers on active duty for more than 30 days but less than 1 year, other than active duty for training, who do not serve the full term of active duty that corresponds to a monthly amount must refund any amount received in excess of the amount that corresponds to the actual period of active duty.

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INCENTIVE SPECIAL PAY (ISP)

Authorization. Medical officers, may be authorized ISP when they meet the requirements of the administrative regulations of the Military Service concerned.

Eligibility Criteria. To be eligible for ISP under this section, a medical officer must:

A. Not undergoing medical internship or initial residency training.

B. Be serving in pay grade O-6 or below.

C. Determined by the Military Department concerned:

1. Fully qualified in a medical specialty designated as critical and practicing in that specialty a substantial portion of the time, or

2. Assigned to a position as the sole professional resource in the officer’s category, or

3. Assigned to a position which has limited professional growth opportunities because of the nature of practice in the assignment, or

4. Isolated from medical educational pportunities, or

5. Lacking any opportunities to interact with the medical community, or

6. Affected by other similar factors. Such determinations will be approved by the Secretary of the Military Department concerned (or designee) or the Secretary’s designee.

D. Effective December 5, 1991, the following categories of medical officers on active duty for less than 1 year, other than active duty for training, are eligible to receive special pay provided under this subparagraph.

1. Reservists who are called to active duty for more than 30 days but less than 1 year, other than active duty for training.

2. Active duty medical officers who are retained involuntarily under 10 U.S.C. 12305 (reference (c)).

3. Active duty medical officers who agree voluntarily to remain on active duty for less than 1 year when officers are involuntarily retained on active duty under 10 U.S.C. 12305 (reference (c)), or the Secretary of Defense determines that special circumstances justify the payment of special pay under this subparagraph.

4. Retirees recalled to active duty for more than 30 days under 10 U.S.C. 688 (reference (c)).

Amount Payable

A. Effective October 1, 1992, an officer authorized ISP may be paid an amount in accordance with amounts published annually by the military departments in conjunction with DoD Instruction 6000.13, Medical Manpower and Personnel (reference (r)). The maximum for any ISP is $36,000 per year.

B. For medical officers eligible above, pay a monthly pro rata portion of the applicable annual amount, under regulations prescribed by the Secretary of the Military Department concerned (or designee). Prorate on a daily basis when service during any month is less than a full month.

Time of Payment

A. Pay ISP after end of month cutoff but before the first update of the new calendar month. Prorate on a daily basis when service during any month is less than a full month.

B. DoD policy generally precludes payment of an ISP during the fiscal year in which the qualifying residency training is completed. This policy presents an injustice when the training is completed out of the normal cycle (at a time other than the end of June). In cases where the reason for this out of cycle completion is not the fault of the medical officer, the Surgeon General concerned is delegated the authority to waive DoD policy and grant ISP. The effective date for ISP shall be calculated from the completion date of the qualifying training plus three months.

Termination, Recoupment, and Refund of Unearned Incentive Special Pay

A. The Secretary of the Military Department concerned (or designee), may terminate at any time an officer’s entitlement to ISP because of unprofessional conduct or medical incompetence, under pertinent departmental directives. If entitlement is terminated, recoup the unearned ISP on a pro rata basis (based on 360 days per year).

B. If an officer does not serve on active duty for the period of the agreement, is promoted to O-7, or enters internship or initial residency training, recoup the unearned ISP on a pro rata basis (based on 360 days per year).

C. Recoupment of unearned ISP is not required when the officer's failure to complete the period of active duty specified in the agreement is due to:

1. Death or disability that is not the result of misconduct or willful neglect and not incurred during a period of unauthorized absence; or

2. Separation from military service by operation of laws or regulations of the Department or the cognizant Services, when approved by the Secretary of the Military Department concerned (or designee); or

3. In other cases, when the Assistant Secretary of Defense for Health Affairs (ASD(HA)) determines recoupment is not in the best interest of the government under the terminated ISP agreement.

D. Effective October 1, 1985, a discharge in bankruptcy that is entered less than 5 years after the termination of an ISP agreement does not discharge the medical officer from a debt arising under the terminated ISP agreement.

E. Medical officers on active duty other than active duty for training who do not serve the full term of active duty that corresponds to a monthly amount must refund any amount received in excess of the amount that corresponds to the actual period of active duty.

F. With approval by the Secretary of the Military Department concerned (or designee), a medical officer with an existing single-year ISP contract may terminate that contract on or

after October 1, 2000, in order to enter into a new single-year contract only when the new contract will result in a higher ISP rate than the ISP contract being terminated.

NOTE: This provision is not intended to allow medical officers to arbitrarily terminate an agreement solely for the purpose of changing the anniversary date to coincide with an Additional Special Pay agreement or a resignation/release from active duty.

SPECIAL PAY FOR ACTIVE DUTY OF RESERVE DENTAL OFFICERS

Entitlement

A Reserve dental officer on active duty for less than 1 year is entitled to special pay at the monthly rate of $350 for each month of active duty, including active duty in the form of annual training, active duty for training, and active duty for special work. The amount will be prorated for periods less than 1 month.

Active Duty for More Than 30 Days But Less Than 1 Year, Other Than Active Duty for Training:

A. Reserve dental officers serving on active duty for more than 30 days but less than 1 year, other than active duty for training (37 U.S.C. 302f, subsection (b) (reference (aa))), are entitled to Variable Special Pay, Additional Special Pay and Board Certified Pay at rates specified in sections 0602 through 0604. Payments shall be paid monthly and amounts shall be prorated for periods of less than 1 month. Reserve dental officers receiving additional special pay under 37 U.S.C. 302f (b) (reference (aa)), are not required to execute a written agreement to remain on active duty for at least 1 year.

B. Reserve dental officers who receive special pay under this paragraph are not entitled to special pay under paragraph 060601, above, for the same period of time. No dual compensation is permitted.

SPECIAL PAY FOR OPTOMETRISTS, AND VETERINARIANS

OPTOMETRISTS

Who is an optometry officer of a Reserve Component of the Army, Navy, or Air Force; or

A. An optometry officer on active duty less than 1 year, other than active duty for training, is eligible for special pay. This includes:

1. Reservists called to active duty for more than 30 days but less than 1 year, other than active duty for training.

2. Active duty officers involuntarily retained under 10 U.S.C. 12305 (reference (c)).

3. Active duty officers who voluntarily agree to remain on active duty for less than 1 year when officers are involuntarily retained on active duty under 10 U.S.C. 12305 (reference (c)), or the Secretary of Defense determines that special circumstances justify the payment of special pay under this subparagraph.

4. Any retired optometry officer recalled to active duty for more than 30 days under 10 U.S.C. 688 (reference(c)).

VETERINARIANS

Eligibility

A. A commissioned officer on active duty as a result of a call or order to active duty for a period of at least 10 years:

1. Who is an officer of the Regular or a Reserve Component of the Army who is in the Veterinary Corps; or

2. Who is an officer of the Regular Air Force in the Biomedical Sciences Corps and holds a degree in veterinary medicine; or

3. Who is a veterinary officer of the Regular or Reserve Corps of the Public Health Service; or

4. Who is in a Reserve component of the Air Force, of the Army or the Air Force without specification of component, or of the National Guard, who is designated as a veterinary officer or is an officer in the Biomedical Sciences Corps of the Air Force and holds a degree in veterinary medicine.

B. A veterinary officer on active duty less than 1 year, other than active duty for training, is eligible to receive special pay under this section. This includes:

1. Reservists called to active duty for more than 30 days but less than 1 year, other than active duty for training.

2. Active duty officers involuntarily retained under 10 U.S.C. 12305 (reference (c)).

3. Active duty officers who voluntarily agree to remain on active duty for less than 1 year when officers are involuntarily retained on active duty under 10 U.S.C. 12305 (reference (c)), or the Secretary of Defense determines that special circumstances justify the payment of special pay under this subparagraph.

4. Any retired officer recalled to active duty for more than 30 days under 10 U.S.C. 688 (reference (c)).

Processing Special Pay

Please refer to Chapter 11I for samples of B13 input for drills, C05 for Active Duty, and D02 for processing Special Pay outside of IAS. Additional help for DMO processing can be found in Chapter 10M, the Incentive Pay input module.

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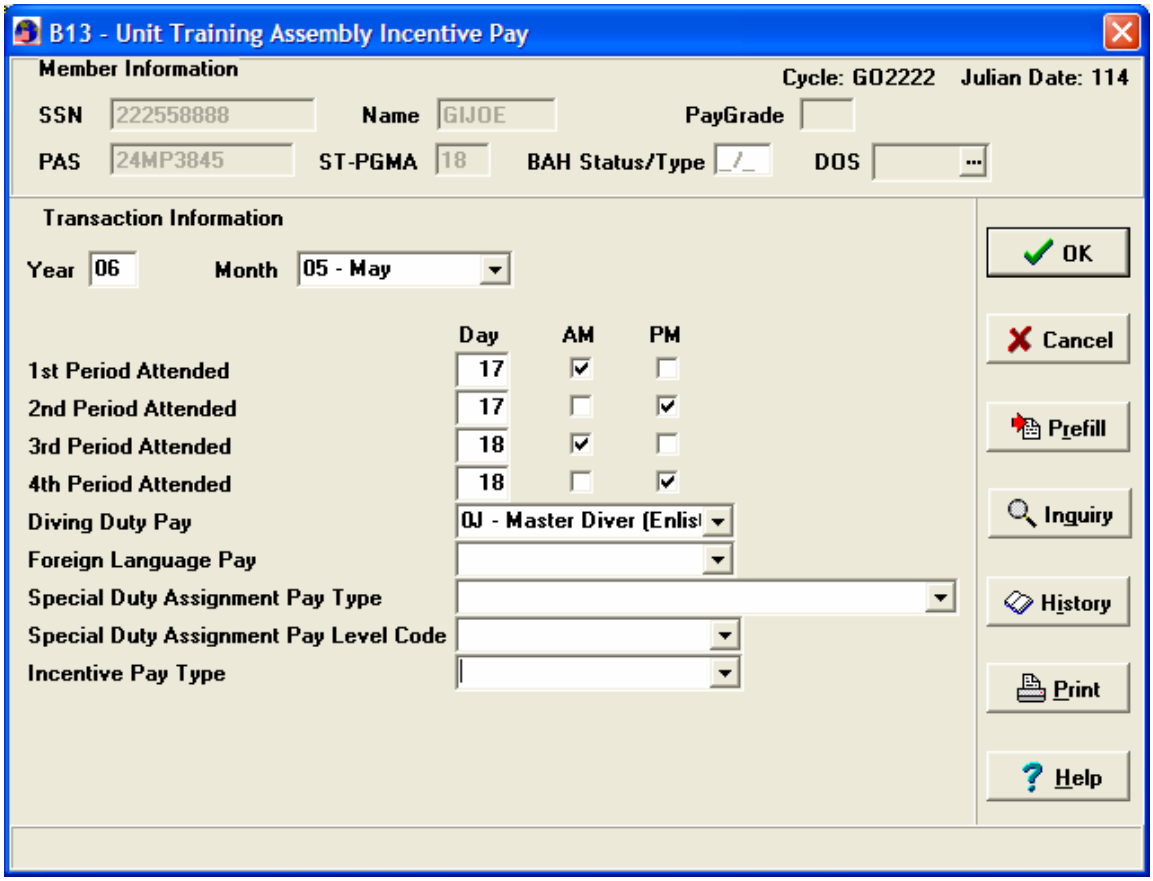
Chapter 11I

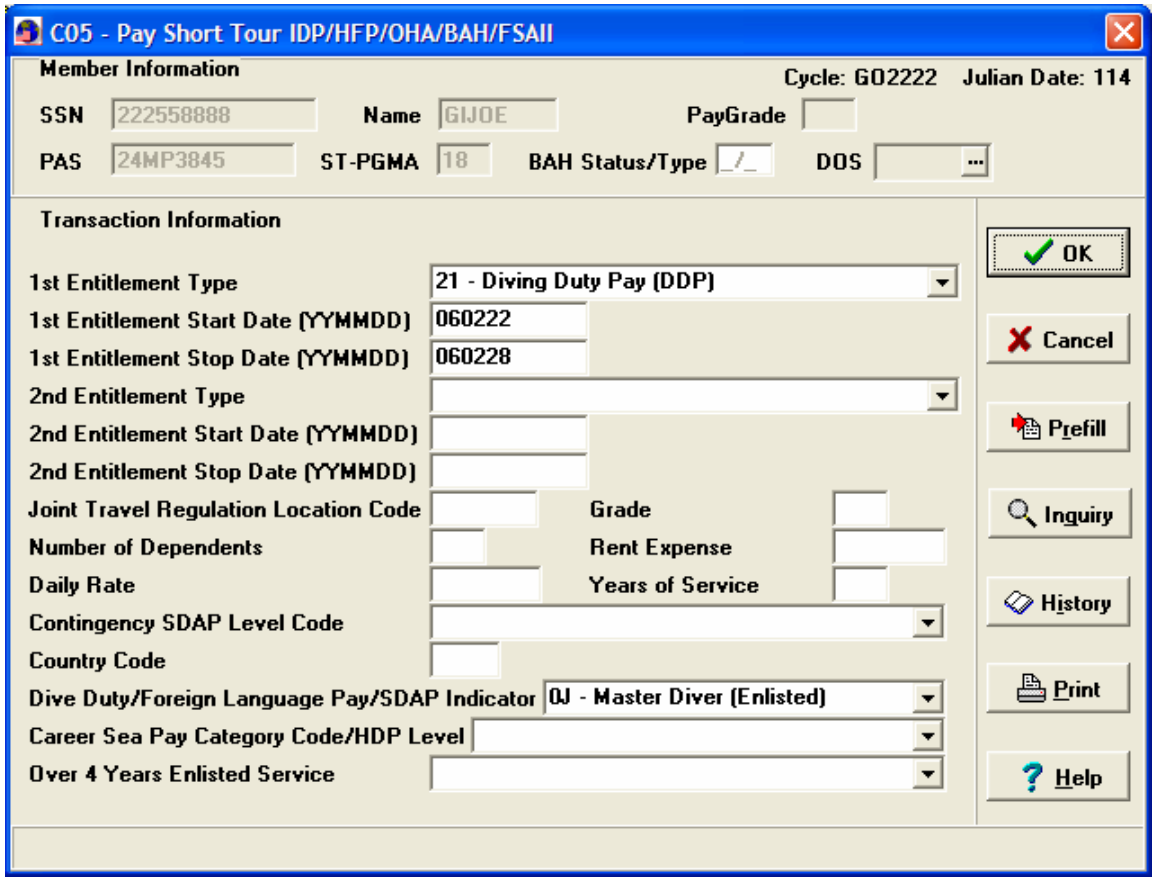
SPECIAL PAY

SAMPLE OF B13 UNIT TRAINING ASSEMBLY INCENTIVE PAY



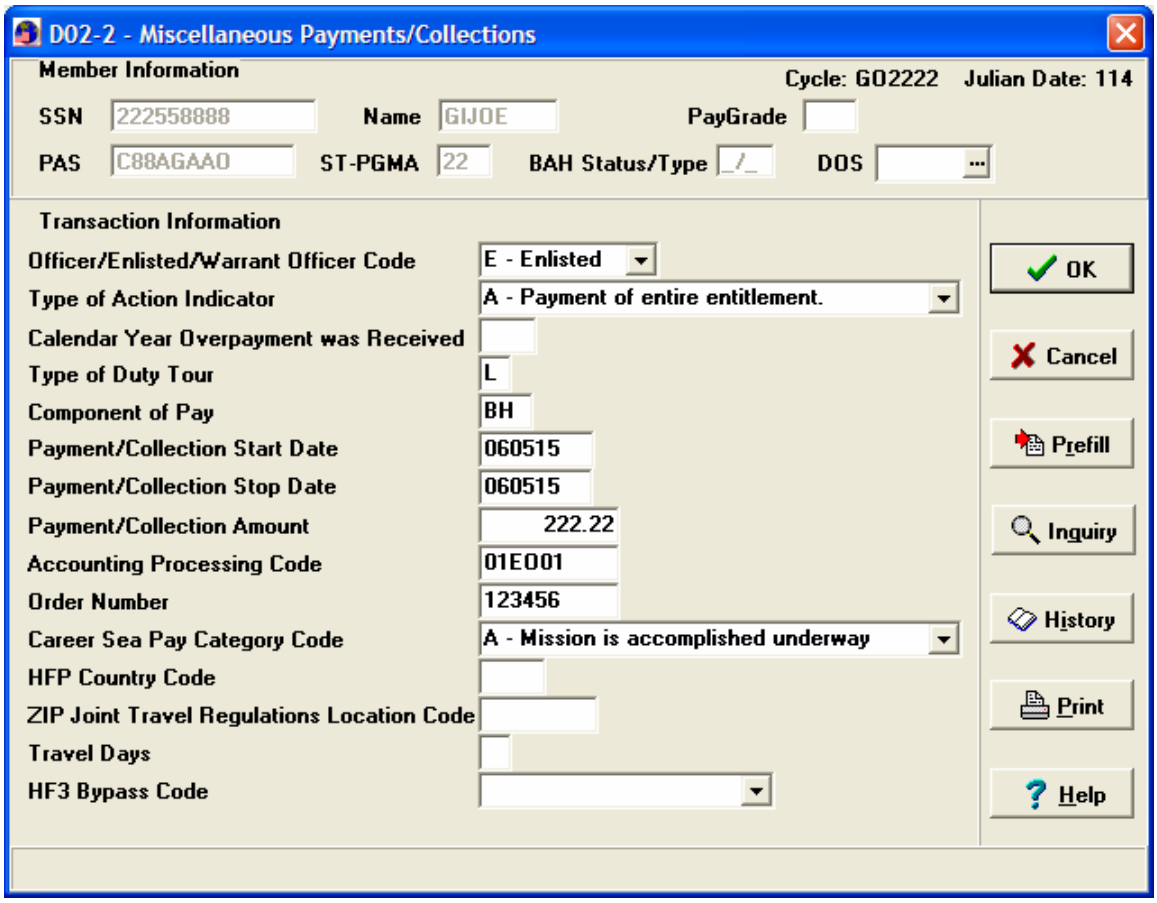
HELP SCREEN FOR B13 UTA INCENTIVE PAY
CAN BE SEEN IN THE INCENTIVE PAY MODULE

SAMPLE OF C05 PAY SHORT TOUR TRANSACTION SCREEN



HELP SCREEN FOR THE C05 SHORT TOUR TRANSACTIONS CAN BE SEEN IN THE INCENTIVE PAY MODULES

SAMPLE OF D02 MISCELANEOUS TRANSACTION



HELP SCREEN FOR THE D02 MISCELLANEOUS TRANSACTION CAN BE SEEN IN THE INCENTIVE PAY MODULE

Chapter 12

THRIFT SAVINGS PLAN (TSP)

TSP is a Government-sponsored retirement savings and investment plan. Congress established the plan as part of the Federal Employees' Retirement System Act (5 U.S.C. 8431-8440). Participation in the plan for military members was allowed by the National Defense Authorization Act for Fiscal Year 2000 as amended by the National Defense Authorization Act for Fiscal Year 2001. The plan offers tax deferral advantages similar to those offered by private corporations to their employees under 401(k) plans. The Federal Retirement Thrift Investment Board, which operates the plan solely for the benefit of the participants and their beneficiaries, administers the plan. The record keeper for the plan is the National Finance Center (NFC) in New Orleans, Louisiana.

Participation

1. When to Begin TSP Deductions. Any eligible member may elect to participate in this plan starting October 9, 2001.

2. Members Join or Rejoin on or After December 8, 2001. Members who join a uniformed service on or after December 8, 2001, as well as those who rejoin following a break in service on or after December 8, 2001, will be able to elect to participate in TSP on the first day the member becomes eligible (or becomes eligible again for those members who rejoin following a break in service) to receive basic pay.

3. Member Transfers. When members transfer between components or branches of the Uniformed Services, their TSP contributions may be continued. The member will notify their gaining servicing organization of their existing TSP contribution rates in order to continue TSP contributions and or loan payments without interruption.

4. For Active to Reserve Transfers. TSP election can be presented to the member's gaining servicing office to continue TSP contributions and or loan payments without interruption.

5. For Reserve to Active Transfers. The existing TSP election can be presented to the member's gaining organization to continue TSP contributions and or loan payments without interruption.

6. Transferring From One Branch of Service to Another Branch of Service. A member may make a new election when transferred. No contribution for any given year may exceed the limitation under sections 402(g) and 415 of the Internal Revenue Code. The maximum amount a member may contribute out of basic pay in any pay period shall be increased in accordance with the following:

Pay Period in Year	Maximum Percentage Allowable
2002	7%
2003	8%
2004	9%
2005	10%
2006 and after	100%

7. A member making contributions to TSP out of basic pay or compensation may also contribute any part of any special pay, incentive pay, or bonus that the member receives under 37 U.S.C. chapter 5.

8. All TSP contributions must be made through payroll deduction. Lump-sum contributions for special, incentive and bonus payments are permitted only through payroll deductions. The member may elect a whole percentage between 1-100 percent for special, incentive and bonus entitlements. The total TSP contributions (to include basic pay) are not to exceed limitations under sections 402(g) and 415 (c) of the Internal Revenue Code.

9. The choice to stop contributing to TSP is permitted at any time. It is effective at the end of the pay period in which that election is accepted by the member's servicing activity. If basic pay contributions are terminated, TSP deductions for special, incentive and bonus pays will also be terminated with the same effective date.

Matching Contributions

The Service Secretary may enter into an agreement with a member to make matching contributions to the Thrift Savings Plan for the benefit of the member if the member is in a specialty designated as critical to meet wartime or

peacetime requirements. The member shall commit to serve on active duty in that specialty for a period of 6 years.

A. The Service Secretary will make these contributions for each pay period of the 6-year period that the member makes contributions.

TSP Loan Program

A. General. Under 5 U.S.C. 8433 (g), all TSP participants are eligible to obtain a TSP loan. Members may borrow only from their own contributions and earnings. The minimum amount a member can borrow is $1,000. A member may have a total of two loans. The total outstanding loans cannot exceed $50,000. When a member has both a civilian TSP account and a military TSP account, the maximum loan amount applies to the combined accounts and not to each account separately.

B. Types of Loans. Loans can be made for the following purposes:

1. Residential.
2. General purpose.

C. Interest Rate. The interest rate shall be the posted rate for the G Fund at the time that the loan application is received at the TSP Servicing Office. The rate is fixed at that level for the life of the loan, and the interest paid on the loan shall go back to the member’s own TSP account and is not tax deductible.

D. Tax Exempt Amount. When a participating member has contributions that are made from tax exempt pay as well as from tax deferred pay, the loan principal will be made and repaid on a pro rata basis from these funds. For additional information, see TSP booklet on TSP Loans (January 2002).

Breakage (Lost TSP Earnings) Due to Agency Error

A. Authority. 5 U.S.C. 8432a provides statutory authority for employing agencies to pay to the TSP amounts representing breakage (lost earnings) resulting from agency errors. If a member receives pay from which member contributions should have been deducted, but as a result of agency error, all or any part of those deductions were not made, then even if the member makes up those member contributions, the belated member contributions shall not

be subject to lost earnings. The following are conditions that require payment of breakage:

1. Delayed or Erroneous Contributions When Member Received Pay

a. If a member receives pay, but as a result of an agency error all or any part of the agency matching contribution associated with that pay are not timely received by the TSP record keeper, the agency belated contributions shall be subject to breakage.

b. If a member receives pay where contributions were properly deducted but, as a result of an agency error, all or any part of the associated agency matching contributions were not timely received by the TSP record keeper, then the belated 51-14DoD Financial Management Regulation Volume 7A, Chapter 51 August 2005 contributions will be subject to breakage.

c. If a member receives pay where contributions were properly deducted but, as a result of an agency error all or any part of those member contributions were not timely received by the TSP record keeper, the belated contributions will be subject to breakage.

2. Agency Delay in Basic Pay, Special Pay, Incentive Pay and Bonus. Where, as the result of an agency error, a member does not timely receive all or any part of pay to which entitled, all such belated member contributions and agency matching contributions shall be subject to breakage.

3. Late Payroll Submissions. All contributions contained in a payroll submission received by the TSP record keeper more than one pay period after the pay date associated with that payroll submission shall be subject to breakage.

4. Loan Allotments. Loan allotments deducted from a member’s pay but not timely received by the TSP record keeper due to agency error shall be subject to breakage.

B. Minimum Dollar Amount. Breakage on loan allotments and late contributions shall be calculated by the TSP system only for those contributions and loan allotments that are $1 or more.

C. Agency Responsibility. The employing agency whose error caused a late or erroneous investment of money in the TSP is responsible for payment of any breakage resulting from that error. The paying office that submitted payment records or loan allotments that are subject to breakage is also responsible for submitting the appropriate breakage records relating to those submissions. The amount of breakage that is calculated shall be charged to the TSP clearing account of the submitting paying office. Where another employing agency caused the late or erroneous submission by the submitting paying office, the paying office that was charged for the amount of breakage calculated should seek reimbursement from the other employing agency.

D. Detailed Information on Breakages. For detailed information concerning the breakage (lost earnings) process, refer to TSP bulletins. The TSP bulletins are available on the Internet at http://www.tsp.gov.

THRIFT SAVINGS PLAN
ELECTION FORM

TSP-U-1

Use this form to start, stop, or change the amount of your contributions to the Thrift Savings Plan (TSP).

Before completing this form, please read the *Summary of the Thrift Savings Plan* and the instructions on the back of this form. Type or print all information. **Return the completed form to the office of your service that is responsible for enrolling members in the TSP.** (See instructions.)

Note: To choose your investment funds, see the instructions in the General Information section on the back of this form.

I. INFORMATION ABOUT YOU

1. _____ Name *(Last)* *(First)* *(Middle)*

2. _____ Mailing Address *(may be APO or FPO)* City State Zip Code

3. _____ – _____ – _____ Social Security Number

4. (_____) _____ Telephone *(Area Code and Number)*

5. ____/____/____ Date of Birth *(mm/dd/yyyy)*

6. _____ Office Identification *(Service and Organization)*

II. START OR CHANGE YOUR CONTRIBUTIONS *(Use whole percentages only.)*

To start or change the amount of your contributions, enter in Item 7 the percentage of your basic pay per pay period that you want to contribute.

7. _____.0% **Basic Pay**

If you contribute from basic pay, you may also elect to contribute from incentive pay and special pay, including bonus pay, by completing Items 8 – 10. If you elect to contribute from any of these types of pay, your election will take effect whenever you become entitled to this pay.

8. _____.0% **Incentive Pay**

9. _____.0% **Special Pay** *(except bonus pay)*

10. _____.0% **Bonus Pay**

III. STOP YOUR CONTRIBUTIONS

To stop all contributions to the TSP, check Item 11 and complete Section IV. If you want to stop only your contributions from incentive pay, special pay (except bonus pay), or bonus pay, check Items 12, 13, or 14, as appropriate, and complete Section IV. Your contributions will stop no later than the first full pay period after your service receives this form.

11. ☐ Stop my contributions from **basic pay**. I understand that checking this box will also cause my contributions from all other types of pay to stop.

12. ☐ Stop my contributions from **incentive pay**.

13. ☐ Stop my contributions from **special pay** *(except bonus pay)*.

14. ☐ Stop my contributions from **bonus pay**.

IV. SIGNATURE

15. _____ Service Member's Signature

16. ____/____/____ Date Signed *(mm/dd/yyyy)*

V. FOR SERVICE USE ONLY

17. _____ Payroll Office Number

18. ____/____/____ Receipt Date *(mm/dd/yyyy)*

19. ____/____/____ Effective Date *(mm/dd/yyyy)*

20. _____ Signature of Service Official

PRIVACY ACT NOTICE. We are authorized to request this information under 5 U.S.C. chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your account. We will use the information you provide on this form to process your election. This information may be shared with other Federal agencies or the uniformed services for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement agencies investigating a violation of civil, criminal, or military law, or agencies implementing a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. We may also disclose relevant portions of the information to appropriate parties engaged in litigation. You are not required by law to provide this information, but if you do not provide it, we will not be able to process your election.

ORIGINAL TO PERSONNEL FOLDER
Provide a copy to the member and to the Payroll/Finance Office.

Form TSP-U-1 (1/2006)
PREVIOUS EDITIONS OBSOLETE

Election Form
(1/2006) - 2 pages - LPV 9/2002

To start, stop, or change contributions to the TSP through your service

THRIFT SAVINGS PLAN
FINANCIAL HARDSHIP IN-SERVICE WITHDRAWAL REQUEST

TSP-U-76

I. INFORMATION ABOUT YOU

1. Name _____ (Last / First / Middle)
2. ____ – ____ – ____ (Social Security Number) 3. (____) ____ – ____ (Daytime Phone *(Area Code and Number)*)
4. Address _____ (Street address or box number)
5. City _____ 6. _____ (State/Country) 7. _____ (Zip Code)

II. WITHDRAWAL REQUEST

The amount you request must be $1,000 or more and cannot be more than the dollar amount that will relieve the hardship indicated in Item 9.

8. Amount of withdrawal you are requesting $ _____.00
9. Reason(s) you are requesting a financial hardship withdrawal. (See "Determining Financial Hardship" in the instructions, then check all that apply.)
   - ☐ Negative monthly cash flow
   - ☐ Medical expenses
   - ☐ Legal expenses for separation or divorce
   - ☐ Personal casualty loss

III. SPOUSE INFORMATION

10. Are you married (even if separated from your spouse)?
    ☐ Yes (Complete this section.) ☐ No (Skip to Section V.)
11. _____ (Spouse's Name Last / First / Middle) 12. ____ – ____ – ____ (Spouse's Social Security Number)

IV. FOR MARRIED UNIFORMED SERVICES PARTICIPANTS ONLY

Your spouse must consent to your withdrawal. His or her signature must be notarized.

Spouse's Consent: By signing below, I consent to this financial hardship in-service withdrawal from my spouse's uniformed services Thrift Savings Plan account.

13. _____ (Spouse's Signature) 14. _____ (Date Signed)

Notarization of Spouse's Signature:

15. On this _____ day of _____ (Month), _____ (Year), the person who signed Item 13 above, who is known to or was identified by me, personally appeared and acknowledged to me that he or she signed this form. In witness thereof, I have signed below on this date.

[seal]

My commission expires: _____ _____ (Notary Public's Signature)

_____ (Jurisdiction)

16. **Participant:** ☐ Check here if you cannot obtain your spouse's signature.

V. REQUEST FOR DIRECT DEPOSIT

17. _____ (Name of Financial Institution) 18. _____ (Routing Number *(Must be 9 digits.)*)
19. Type of Account ☐ Checking ☐ Savings 20. _____ (Account Number)

VI. YOUR CERTIFICATION

I agree to the conditions for a financial hardship withdrawal stated on this form. I certify that I have a financial hardship, as described in the instructions to this form, and that the dollar amount of this request does not exceed the actual amount of my financial hardship. I further certify that the information I have provided in this withdrawal request is true and complete to the best of my knowledge. **Warning:** Any intentional false statement in this application or willful misrepresentation concerning it is a violation of law that is punishable by a fine of as much as $10,000 or imprisonment for as long as 5 years, or both (18 U.S.C. 1001).

21. _____ (Participant's Signature) 22. _____ (Date Signed)

Form TSP-U-76 (10/2005)
EDITIONS PRIOR TO 6/03 OBSOLETE

Financial Hardship In-Service Withdrawal Request
(10/2005) - 4 pages - LPV 6/2005

To request a financial hardship withdrawal while still employed

THRIFT SAVINGS PLAN
CATCH-UP CONTRIBUTION ELECTION

TSP-U-1-C

Use this form to start, stop, or change your election to make "catch-up" contributions to your TSP account. You are eligible to make catch-up contributions **if you are age 50 or older** (or if you will become age 50 during the calendar year for which you are making this election), **and** you are already contributing either the maximum TSP contribution percentage or a dollar amount which will result in reaching the IRS elective deferral limit by the end of the year. (See back of form.) Catch-up contributions will be taken from your taxable basic pay each pay period; they are in addition to your regular TSP contributions. You cannot make catch-up contributions from incentive pay, special pay, or bonus pay, or from tax-exempt basic pay.

Before completing this form, read the information on the back. Type or print all information. **Return the completed form to the office of your service that is responsible for enrolling members in the TSP.** Your service will return a copy to you after completing Section IV.

Note: Your catch-up contributions will be invested according to your most recent contribution allocation. (See instructions on the back.)

I. INFORMATION ABOUT YOU

1. _____ Name *(Last)* *(First)* *(Middle)*

2. _____ Mailing Address *(may be APO or FPO)* City State Zip Code

3. ____ – ____ – ____ Social Security Number

4. (____) ____ – ____ Telephone *(Area Code and Number)*

5. ___/___/___ Date of Birth *(mm/dd/yyyy)*

6. _____ Office Identification *(Service and Organization)*

II. START OR CHANGE YOUR CATCH-UP CONTRIBUTIONS
(You must be in pay status. See back of form.)

To start or change your catch-up contributions, complete Items 7, 8, and 9. Use a whole dollar amount. (See additional instructions on the back of the form.)

7. ☐ I elect to contribute $_____.00 per pay period. This election will continue until:
   - the end of the calendar year; or
   - I reach the annual limit for catch-up contributions; or
   - I submit a new election to stop or change these contributions.

I certify that I have already elected to make regular TSP contributions up to the maximum amount allowed by the IRS and TSP plan rules. I understand that my catch-up contributions are in addition to my regular TSP contributions.

8. _____ Participant's Signature

9. ___/___/___ Date Signed *(mm/dd/yyyy)*

III. STOP YOUR CATCH-UP CONTRIBUTIONS

To stop your contributions, complete Items 10, 11, and 12.

10. ☐ I want to stop making catch-up contributions to my TSP account. I understand that I must make a new election to resume these contributions.

11. _____ Participant's Signature

12. ___/___/___ Date Signed *(mm/dd/yyyy)*

IV. FOR SERVICE USE ONLY

13. _____ Payroll Office Number

14. ___/___/___ Receipt Date *(mm/dd/yyyy)*

15. ___/___/___ Effective Date *(mm/dd/yyyy)*

16. _____ Signature of Employing Office Official

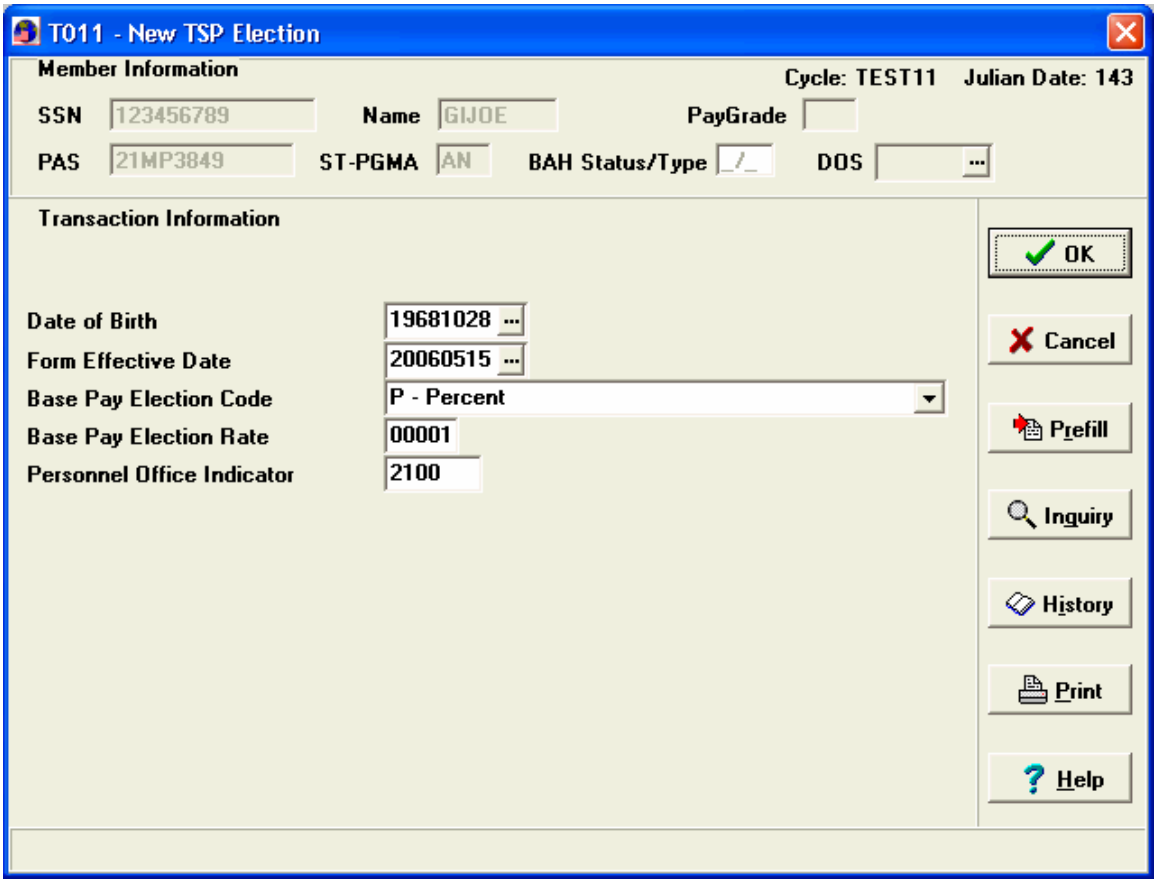
PRIVACY ACT NOTICE. We are authorized to request this information under 5 U.S.C. chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your uniformed services TSP account. We will use the information you provide on this form to process this election. This information may be shared with other Federal agencies or the uniformed services for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement agencies investigating a violation of civil, criminal, or military law, or agencies implementing a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. We may also disclose relevant portions of the information to appropriate parties engaged in litigation. You are not required by law to provide this information, but if you do not provide it, we will not be able to process your request.

ORIGINAL TO PERSONNEL FOLDER
Provide a copy to the member and to the Payroll/Finance Office.

Form TSP-U-1-C (7/2005)

Catch-Up Contribution Election
(7/2005) - 2 pages - LPV 7/2004

For participants age 50 or older to start, stop, or change catch-up contributions to the TSP



Help for T01-1

T01-1 NEW TSP ELECTION

For more information on TSP, click on the following links to access the main DMO Help System Thrift Savings Plan topic or the Thrift Savings Plan website. Click on the Back button to return to this topic.

Are you using a script to process TSP? See the main DMO Help System Create Transaction Scripts topic for more information. Click on the Back button to return to this topic.

DATE OF BIRTH

Enter the member's date of birth in CCYYMMDD format. You can select a date using the calendar via the ellipsis button, however you may find it easier to enter the date yourself.

FORM EFFECTIVE DATE

Enter a date in CCYYMMDD format or select a date using the calendar via the ellipsis button. The date must be equal to or greater than October 9, 2001.

Help for T01-1

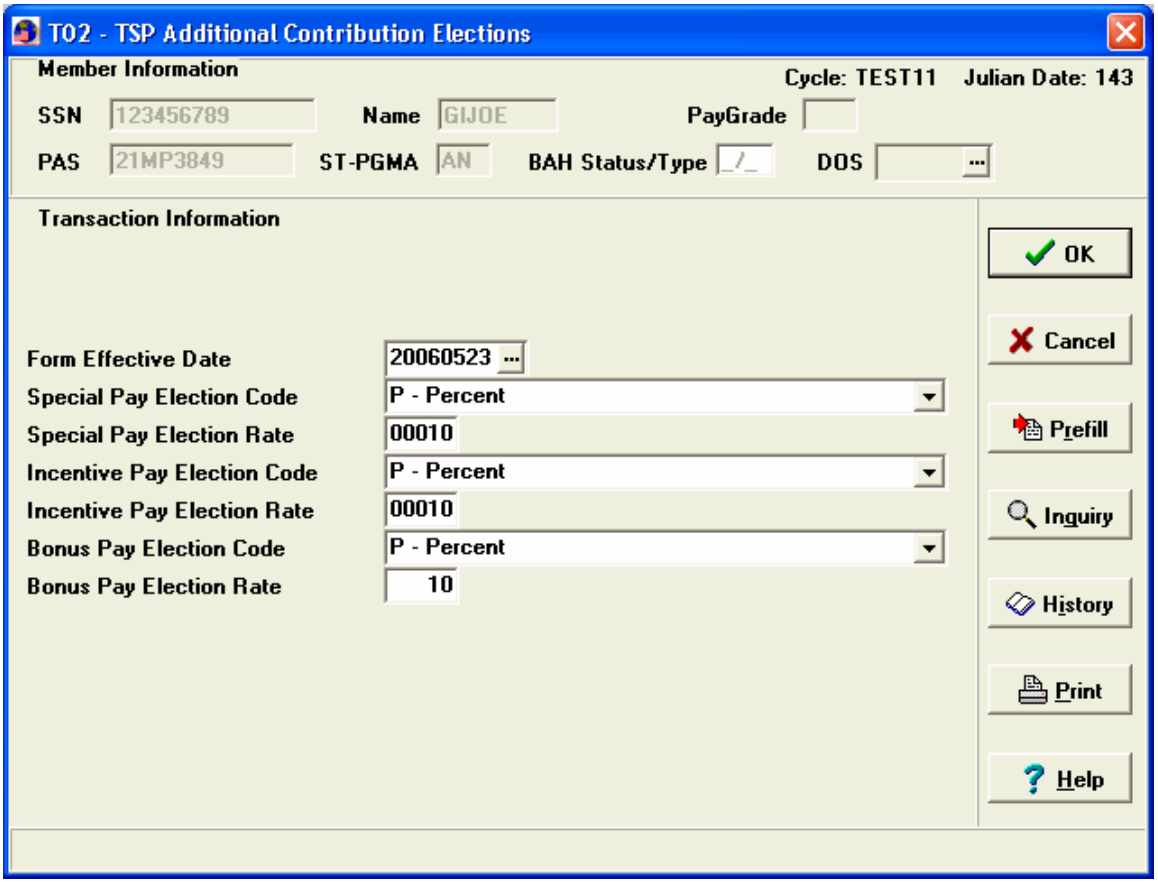
BASE PAY ELECTION CODE
This field will be auto-filled with Percent.

BASE PAY ELECTION RATE
Enter the percentage of base pay to be withheld. There is no percentage limitation for contributions made 2006 and thereafter. Previously, the percent was limited to 7 in 2002, 8 in 2003, 9 in 2004 and 10 in 2005.

Note: The member must make a contribution from base pay if contributions from incentive, special or bonus pay will be made.

PERSONNEL OFFICE INDICATOR
Enter the first two digits of the member's PAS Code followed by two zeroes. For example, if the PAS Code is R1ZY0X2L, enter R100.

.



Help screen for T02

For more information on TSP, click on the following links to access the main DMO Help System Thrift Savings Plan topic or the Thrift Savings Plan website. Click on the Back button to return to this topic.

Note: The member must make a contribution from base pay if contributions from incentive, special or bonus pay will be made. The election rates entered on this transaction will overlay the current contribution rates on the TSP Master.

FORM EFFECTIVE DATE

Enter a date in CCYYMMDD format or select a date using the calendar via the ellipsis button . The date must be equal to or greater than October 9, 2001.

SPECIAL PAY ELECTION CODE

This field will be auto-filled with Percent.

Help screen for T02

SPECIAL PAY ELECTION RATE

If you are not changing the current special pay percentage, enter the current election rate. Otherwise, enter the new percentage of special pay to be withheld; enter zero if a percentage of special pay will not be contributed. There is no percentage limitation for special pay contributions.

INCENTIVE PAY ELECTION CODE

This field will be auto-filled with Percent.

INCENTIVE PAY ELECTION RATE

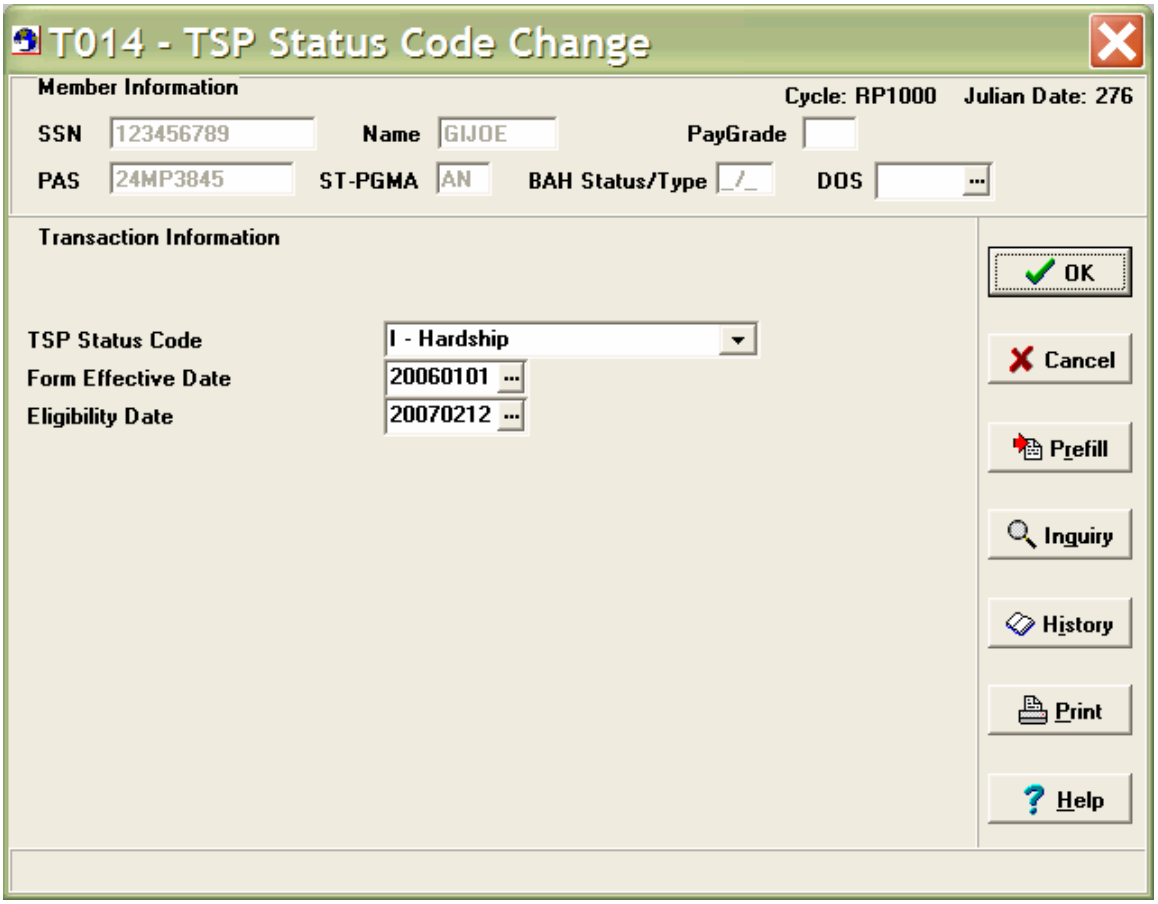
If you are not changing the current incentive pay percentage, enter the current election rate. Otherwise, enter the new percentage of incentive pay to be withheld; enter zero if a percentage of incentive pay will not be contributed. There is no percentage limitation for incentive pay contributions.

BONUS PAY ELECTION CODE

This field will be auto-filled with Percent.

BONUS PAY ELECTION RATE

If you are not changing the current bonus pay percentage, enter the current election rate. Otherwise, enter the new percentage of bonus pay to be withheld; enter zero if a percentage of bonuses will not be contributed. There is no percentage limitation for bonus contributions.



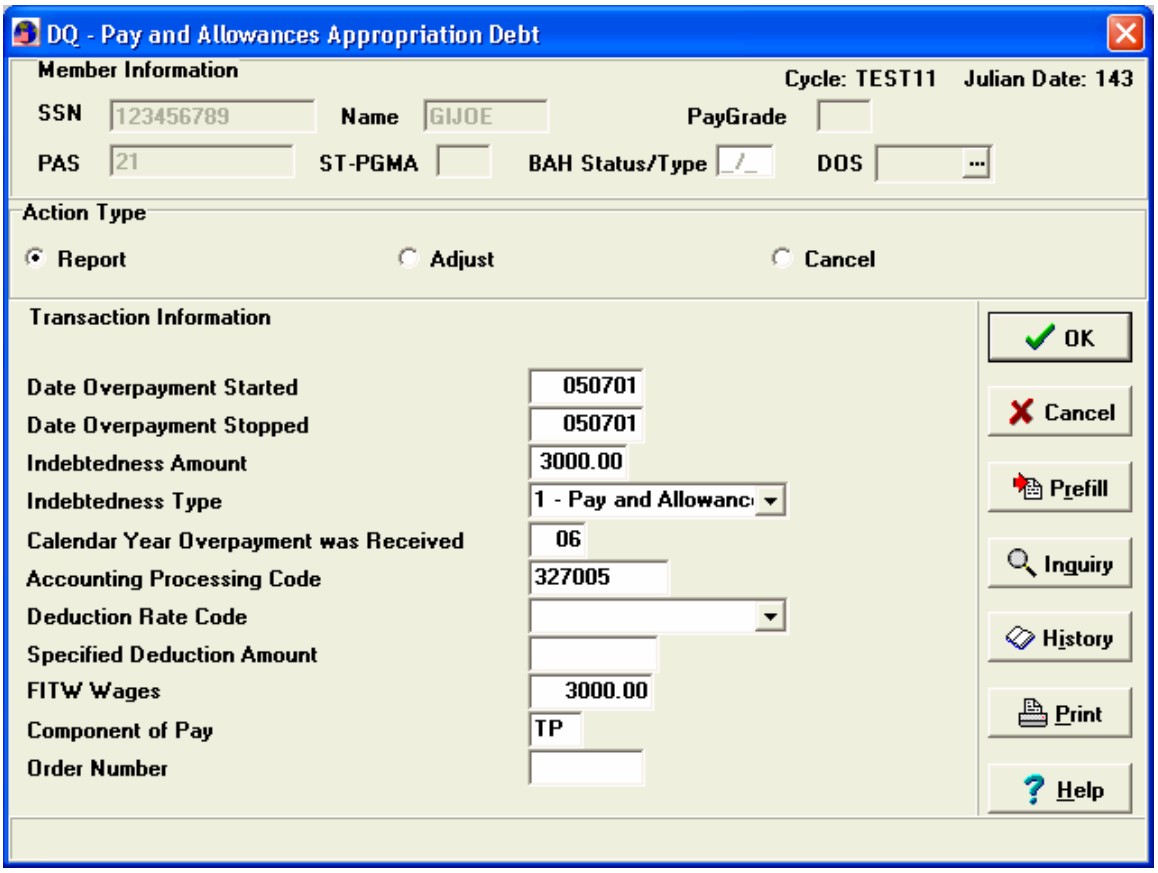
Help screen for T014

For more information on TSP, click on the following links to access the main DMO Help System Thrift Savings Plan topic or the Thrift Savings Plan website. Click on the Back button to return to this topic.

TSP STATUS CODE
Select the TSP Status Code from the drop down list:
T = Terminated (Not contributing)
I = Hardship

FORM EFFECTIVE DATE
Enter a date in CCYYMMDD format or select a date using the calendar via the ellipsis button. The date must be equal to or greater than October 9, 2001.

ELIGIBILITY DATE
Enter a date in CCYYMMDD format or select a date using the calendar via the ellipsis button. The date must be equal to or greater than October 9, 2001 and cannot be more than 2 years greater than the Form Effective Date.



DQ HELP SCREEN

DATE OVERPAYMENT STARTED

Must be valid date in YYMMDD format, must be the same or greater than overpayment start date. If making an Adjust or Cancel Debts date must match the original stopped date.

DATE OVERPAYMENT STOPPED

Stop Date must be in YYMMDD format and must be greater than overpayment start date. If making an Adjust or Cancel Debts date must match the original stopped date.

NOTE: February 29 and February 30 are valid dates since various entitlements are paid on a 30-day basis.

INDEBTEDNESS AMOUNT

Must contain an amount. Must match the original debt amount. If making an Adjust or Cancel Debts, the money amount must match the original debt amount. This field will accept 4 numeric characters before requiring a decimal point to precede the cents. If no decimal point is entered, the amount will be assumed to be whole dollars.

DQ HELP SCREEN

Examples: for a $20.00 amount, enter 20 or 20. Or 20.0 or 20.00; for $100 amount, enter 100 or 100. Or 100.0 or 100.00; for $1279.60 amount, enter 1279.6 or 1279.60; for a $1570.25 amount, enter 1570.25.

INDEBTEDNESS TYPE

Must select the appropriate code:
1 – Pay and Allowances or Excess Leave
2 – Bonus Pay

ACCOUNTING PROCESSING CODE

Must enter the appropriate code.
Navy: Use Accounting Processing Code Reference User Manual
Army: Use Accounting Processing Code Reference Army ADSM Book 1
Air Force: Use Accounting Processing Code Reference APC Production Table or DFAS-DEM 7073-3.

CALENDAR YEAR OVERPAYMENT WAS RECEIVED

Must contain the year in YY format.

FITW WAGES

Enter the total amount of wages to be adjusted. The amount must be exact and cannot be greater than the indebtedness amount.

COMPONENT OF PAY

Use the appropriate manuals.
Navy: Use End User Manuals
Army: Use ADSM Book 1, Appendix G
Air Force: Use COP Tables

DEDUCTION RATE CODE

Note: This field is not used for a Cancel Action Type. Must select the appropriate code for a Report Action Type:

1 – Daily deduction repay
3 – All net pay collected
Blank – Will default to 2/3 of net pay

For field users, choose the appropriate code for an Adjust Action Type:
1 – Daily deduction repay
2 – 2/3 of net pay
3 – All net pay collected

DQ HELP SCREEN

For Central Site users, choose the appropriate code for an Adjust Action Type:

1 – Daily deduction repay
2 – 2/3 of net pay
3 – All net pay collected
Blank- if the Collection/Reduction/Deduction Code or the Suspense Reason contains data

SPECIFIED DEDUCTION AMOUNT

Enter the deduction amount. If the Deduction Rate Code = 1, enter the daily deduction amount.

COLLECTION/DEDUCTION/REDUCTION CODE

Must select the appropriate code:

1 – Cash collection
5 – Waiver granted
6 – Remission (ANG and ARNG only)
8 – Out of service debts (NAF)
Blank

AMOUNT COLLECTION/REDUCTION

NOTE: Used by Central Site only.
If the Collection/Deduction/Reduction Code is NOT blank, enter the amount of collection or reduction.
If the Collection/Deduction/Reduction Code is Blank, do not enter an amount.

NEW AMOUNT

NOTE: Used by Central Site only.
If the Indebtedness Type is ‘2’ and the Deduction Rate and Suspension Reason are blank, enter an amount greater than zero. This amount cannot be equal to the current debt amount. Otherwise, leave blank. For Army: leave this field blank.

SUSPENSE REASON

NOTE: Used by Central Site only.
Must select the appropriate code:

1 – Waiver Application
3 – Appear or Rebuttal
4 – To activate a collection for a previously suspended debt

If Indebtedness Type equals ‘1’ or ‘2’, the Deduction Rate Code or Collection/Deduction/Reduction Code contains a positive number, this field must be blank.

DQ HELP SCREEN

ORDER NUMBER
If the Deduction Rate Code, Collection/Deduction/Reduction Code or the Suspense Reason Code is NOT blank, then leave Order Number field blank. Otherwise, enter an Order Number.

(remainder of this page is reserved for future use)

Chapter 13

TAX PROCESSING

A. BACKGROUND

1. Taxes for Federal Withholding (FITW), State Withholding (SITW), and Federal Insurance Contributions Act (FICA) are withheld when taxable pays are received. The types of pays that are taxable are Base Pay, Special and Incentive Pays (i.e. Special Duty Assignment Pay, Hostile fire/Imminent Danger Pay, Aviation Career Incentive Pay). The allowances are generally non-taxable. These include Basic Allowance for Housing (BAH), Basic Allowance for Subsistence (BAS) and Family Separation Allowance (FSA). The taxability issue can be confusing. For example, Hostile Fire/ Imminent Danger Pay (HF/IDP) is subject to tax until the member is assigned to a Combat Zone. Then the pay for enlisted members becomes non-taxable for FITW/SITW and partially taxable for officers. However, for FICA, all Basic Pay is taxable and only Basic Pay, even in a Combat Zone for both officer and enlisted members.

2. DJMS-RC displays the tax information on page 5A and 5B on the Master Military Pay Account (MMPA). The identification of the state of residence for withholding is shown on page 5B on the MMPA. The DD 2058 State of Legal Residence form (shown on page 3) must be filled out. Tax entries are created with the accession of the members account or by maintenance entries performed by the field or Central Site.

3. Social Security and Medicare wages and withholdings are recorded for year to date (YTD). The withholdings are a flat percentage of the basic pay.

Sample W4

Form W-4 (2006)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2006 expires February 16, 2007. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds $850 and includes more than $300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/two-job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See line **E** below.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax.

Two earners/two jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others.

Nonresident alien. If you are a nonresident alien, see the Instructions for Form 8233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2006. See Pub. 919, especially if your earnings exceed $130,000 (Single) or $180,000 (Married).

Recent name change? If your name on line 1 differs from that shown on your social security card, call 1-800-772-1213 to initiate a name change and obtain a social security card showing your correct name.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for **yourself** if no one else can claim you as a dependent	**A** _____
B	Enter "1" if: • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are $1,000 or less.	**B** _____
C	Enter "1" for your **spouse.** But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	**C** _____
D	Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return	**D** _____
E	Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of household** above)	**E** _____
F	Enter "1" if you have at least $1,500 of **child or dependent care expenses** for which you plan to claim a credit (**Note.** Do **not** include child support payments. See **Pub. 503,** Child and Dependent Care Expenses, for details.)	**F** _____
G	**Child Tax Credit** (including additional child tax credit): • If your total income will be less than $55,000 ($82,000 if married), enter "2" for each eligible child. • If your total income will be between $55,000 and $84,000 ($82,000 and $119,000 if married), enter "1" for each eligible child plus "1" **additional** if you have four or more eligible children.	**G** _____
H	Add lines A through G and enter total here. (**Note.** This may be different from the number of exemptions you claim on your tax return.) ►	**H** _____

For accuracy, **complete all worksheets that apply.**
- If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you have **more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed $35,000 ($25,000 if married) see the **Two-Earner/Two-Job Worksheet** on page 2 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

► Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

OMB No. 1545-0074
2006

1 Type or print your first name and middle initial.	Last name	2 Your social security number
Home address (number and street or rural route)	3 ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.	
City or town, state, and ZIP code	4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card. ► ☐	

5	Total number of allowances you are claiming (from line **H** above **or** from the applicable worksheet on page 2)	5
6	Additional amount, if any, you want withheld from each paycheck	6 $
7	I claim exemption from withholding for 2006, and I certify that I meet **both** of the following conditions for exemption. • Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability **and** • This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability. If you meet both conditions, write "Exempt" here ►	7

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature (Form is not valid unless you sign it.) ► **Date** ►

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form **W-4** (2006)

STATE OF LEGAL RESIDENCE CERTIFICATE

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Tax Reform Act of 1976, Public Law 94-455.
PURPOSE:	Information is required for determining the correct State of legal residence for purposes of withholding State income taxes from military pay.
ROUTINE USES:	Information herein will be furnished State authorities and to Members of Congress.
MANDATORY OR VOLUNTARY DISCLOSURE:	Disclosure is voluntary. If not provided, State income taxes will be withheld based on the tax laws of the State previously certified as your legal residence, or in the absence of a prior certification, the tax laws of the applicable State based on your home of record.

NAME *(Last, first, middle initial)*	**SOCIAL SECURITY NUMBER** *(SSN)*

LEGAL RESIDENCE/DOMICILE *(City or county and State)*

INSTRUCTIONS FOR CERTIFICATION OF STATE OF LEGAL RESIDENCE

The purpose of this certificate is to obtain information with respect to your legal residence/domicile for the purpose of determining the State for which income taxes are to be withheld from your "wages" as defined by Section 3401(a) of the Internal Revenue Code of 1954. PLEASE READ INSTRUCTIONS CAREFULLY BEFORE SIGNING.

The terms "legal residence" and "domicile" are essentially interchangeable. In brief, they are used to denote that place where you have your permanent home and to which, whenever you are absent, you have the intention of returning. The Soldiers' and Sailors' Civil Relief Act protects your military pay from the income taxes of the State in which you reside by reason of military orders unless that is also your legal residence/domicile. The Act further provides that no change in your State of legal residence/domicile will occur solely as a result of your being ordered to a new duty station.

You should not confuse the State which is your "home of record" with your State of legal residence/domicile. Your "home of record" is used for fixing travel and transportation allowances. A "home of record" must be changed if it was erroneously or fraudulently recorded initially.

Enlisted members may change their "home of record" at the time they sign a new enlistment contract. Officers may not change their "home of record" except to correct an error, or after a break in service. The State which is your "home of record" may be your State of legal residence/domicile only if it meets certain criteria.

The formula for changing your State of legal residence/domicile is simply stated as follows: physical presence in the new State with the simultaneous intent of making it your permanent home and abandonment of the old State of legal residence/domicile. In most cases, you must actually reside in the new State at the time you form the intent to make it your permanent home. Such intent must be clearly indicated. Your intent to make the new State your permanent home may be indicated by certain actions such as: (1) registering to vote; (2) purchasing residential property or an unimproved residential lot; (3) titling and registering your automobile(s); (4) notifying the State of your previous legal residence/domicile of the change in your State of legal residence/domicile; and (5) preparing a new last will and testament which indicates your new State of legal residence/domicile. Finally, you must comply with the applicable tax laws of the State which is your new legal residence/domicile.

Generally, unless these steps have been taken, it is doubtful that your State of legal residence/domicile has changed. Failure to resolve any doubts as to your State of legal residence/domicile may adversely impact on certain legal privileges which depend on legal residence/domicile including among others, eligibility for resident tuition rates at State universities, eligibility to vote or be a candidate for public office, and eligibility for various welfare benefits. If you have any doubt with regard to your State of legal residence/domicile, you are advised to see your Legal Assistance Officer (JAG Representative) for advice prior to completing this form.

I certify that to the best of my knowledge and belief, I have met all the requirements for legal residence/domicile in the State claimed above and that the information provided is correct.

I understand that the tax authorities of my former State of legal residence/domicile will be notified of this certificate.

SIGNATURE	**CURRENT MAILING ADDRESS** *(Include ZIP Code)*	**DATE**

DD Form 2058, FEB 77 (EG) Designed using Perform Pro, WHS/DIOR, Jul 94

4. Federal wages and withholdings are recorded for YTD. The entry contains current withholding factors from the TD Form W-4 (shown on page 2); number of claimed exemptions, deduction election, and additional withholding.

Federal taxes are withheld from the pay entitlements listed in DFAS-DE/FJ DOI 7000.3, section 45-1; refer to the on-line Table 073 for withholding formulas.

SAMPLE OF TAX INFORMATION OF THE RESERVE MMPA

```
                    TAX DEDUCTION DATA                          PRF5
                    FEDERAL INFORMATION                       PAGE 5A
 CLERK-ID:   22
 AS OF:   060418
 SSN:  222555888

 ************ FITW **************     ************** FICA
************
 W4-DATE:                930609       FICA-WAGE-YTD:        1,699.15
 FITW-MAR-STAT:               S       MEDICARE-WAGE-YTD:          00
 FITW-EXEMPTIONS:            00       FICA-DED-YTD:           129.98
 FITW-OPTIONAL:              00       MEDICARE-DED-YTD:          .00
 FITW-WAGE-YTD:        2,748.58       IAD-WAGE-YTD:              .00
 FITW-DED-YTD:           467.17
 ************ EIC **************        CZTE-PROCESS-FLAG
 IMP-BAHII:                 .00
 ACT-BAHII:                 .00
 IMP-BAS:                   .00
 ACT-BAS:                   .00
 ROTC-SUB:                  .00
 CZTE:                 2,248.92
```

SAMPLE OF TAX INFORMATION ON THE RESERVE MMPA CONTINUED

```
                  TAX DEDUCTION DATA                          PRF5
                  STATE INFORMATION (SITW)                    PAGE 5B

 CLERK-ID:   22
 AS OF:   060418
 SSN:  123456789

             *** CURRENT ***    *** 1ST PRIOR ***   *** 2ND PRIOR***
 STATE:                  28
 EFF-DATE:            930609        000000              000000
 SITW-MAR-STAT:            S
 SITW-EXEMPTIONS:         00            00                  00
 SITW-OPTIONAL:           00            00                  00
 EXEMPT-RSN-CODE:
 SITW-WAGE-YTD:     2,748.58           .00                .00
 SITW-DED-YTD:        100.16           .00                .00
 IAD-WAGE-YTD:           .00           .00                .00
 ARIZ-%:                                00                 00
 PR-INDICATOR:
 PR-DATE:             000000
```

B. EFFECTS OF MMPA POSTING

Some tax entries will be generated due to regular MMPA activity on the account. Others will be generated by the system through transactions. Tax entries can be impacted by payments, CZTE/HFP, or other tax related transactions.

An accession transaction will establish the major tax entries on the MMPA. These major entries are shown on pages 5A and 5B, basic tax information is recorded for the member with these entries. Again, it is important to note that these are initial entries not transactions. They are the result of the accession transaction that established the member’s MMPA.

C. SPECIAL CONDITIONS

There are few special conditions involved with tax entries or transactions. If a service member has a debt in one year and pays the money back in the next year the member would receive a tax credit the following January instead of a W2-C being produced.

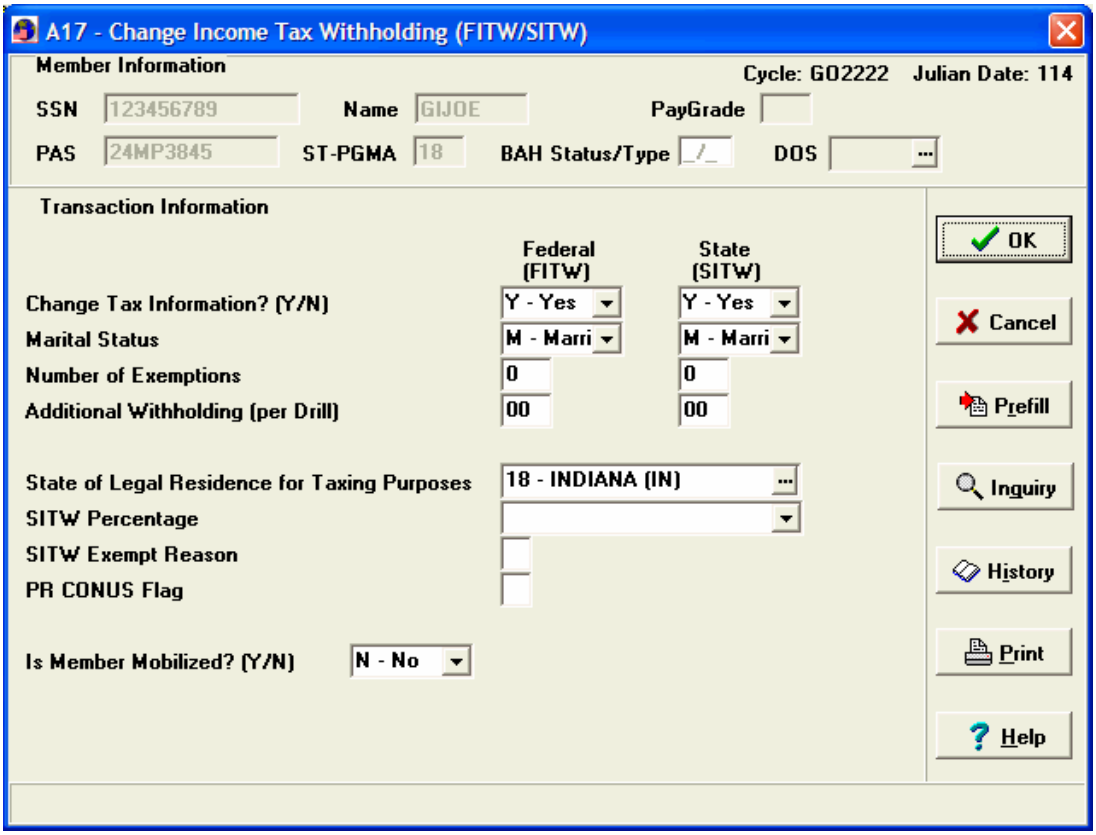
D. CHANGES TO WITHHOLDINGS

The adjustment entries for Reserve and National Guard service members are processed with an A17 Transaction.

1. Use the A17

To change marital status/exemptions/States/additional withholding for a member who either gets married/divorced/moves or changes exemptions.

Sample A17 Input Transaction Screen



HELP SCREEN FOR THE A17 TRANSACTION

A17 CHANGE INCOME TAX WITHHOLDING

CHANGE TAX INFORMATION Y / N?

Enter a Y (yes) or N (no) under the Federal (FITW) column and the State (SITW) column to allow changes to FITW, SITW or both. If changing FITW information only, enter 'Y' under the FITW column and 'N' under SITW column. If changing SITW information only, under 'Y' under the SITW column and 'N' under the FITW column. If changing both FITW and SITW information, enter 'Y' under both the FITW and SITW columns.

MARITAL STATUS

Enter an M (Married) or S (Single) when Change Tax Information is 'Y'.

Field will be unavailable when Change Tax Information is 'N'.

HELP SCREEN FOR A17 CONTINUED

NUMBER OF EXEMPTIONS

NOTE: Enter 80 if member claims exempt status.(Current systems problem, use 79 to stop exemption.)

FITW Number of Exemptions:

If the Change Tax Information contains an ‘N’, then this field will be unavailable.
If the Change Tax Information contains a ‘Y’, then this field must be 00-80.

SITW Number of Exemptions:

If the Change Tax Information contains an ‘N’, then this field will be unavailable.
If the Change Tax Information contains a ‘Y", then this field must be 00-80.

ADDITIONAL WITHHOLDING (PER DRILL)

NOTE: FITW and/or SITW exemptions must be 00 to add additional withholdings. This is a dollar per drill amount. EXAMPLE: 01 = $1/drill.

FITW Additional Withholding:

If the Change Tax Information contains an ‘N’, then this field will be unavailable.
If the Change Tax Information contains a ‘Y’, then this field must be 00-84.

SITW Additional Withholding:

If the Change Tax Information contains an ‘N’, then this field will be unavailable.
If the Change Tax Information contains a ‘Y’, then this field must be 00-84.

STATE OF LEGAL RESIDENCE FOR TAXING PURPOSES

Enter the appropriate two-digit state or residence code for state taxing purposes. The following is a complete list of valid state codes:

01 - Alabama (AL)
02 - Alaska (AK)
AS - America Samoa (AS)
04 - Arizona (AZ)

HELP SCREEN FOR A17 CONTINUED

05 - Arkansas (AR)
06 - California (CA)
08 - Colorado (CO)
09 - Connecticut (CT)
10 - Delaware (DE)
11 - District of Columbia (DC)
12 - Florida (FL)
13 - Georgia (GA)
GU - Guam
15 - Hawaii (HI)
16 - Idaho (ID)
17 - Illinois (IL)
18 - Indiana (IN)
19 - Iowa (IA)
20 - Kansas (KS)
21 - Kentucky (KY)
22 - Louisiana (LA)
23 - Maine (ME)
24 - Maryland (MD)
25 - Massachusetts (MA)
26 - Michigan (MI)
27 - Minnesota (MN)
28 - Mississippi (MS)
29 - Missouri (MO)
30 - Montana (MT)
31 - Nebraska (NE)
32 - Nevada (NV)
33 - New Hampshire (NH)
34 - New Jersey (NJ)
35 - New Mexico (NM)
36 - New York (NY)
37 - North Carolina (NC)
38 - North Dakota (ND)
39 - Ohio (OH)
40 - Oklahoma (OK)
41 - Oregon (OR)
CZ - Panama Canal Zone
42 - Pennsylvania (PA)
PR - Puerto Rico (PR)
44 - Rhode Island (RI)
45 - South Carolina (SC)
46 - South Dakota (SD)
47 - Tennessee (TN)
48 - Texas (TX)
49 - Utah (UT)
50 - Vermont (VT)

HELP SCREEN FOR A17 CONTINUED

51 - Virginia (VA)
53 - Washington (WA)
54 - West Virginia (WV)
55 - Wisconsin (WI)
56 - Wyoming (WY)
98 - Not designated (Temporary, Non-taxable)
99 - Overseas (All other countries)

SITW PERCENTAGE

Enter the appropriate code:

10, 18, 21, 23, 29, 34 if the state of legal residence is Arizona (04). Enter 10 if member desires are unknown. If the State of Legal Residence is not ‘04’, leave this field blank.

SITW EXEMPT REASON

If the Number of Exemptions (SITW) contains "80", this field must contain a "1" (Residency Requirement) or "2" (Exempt from FITW). Otherwise leave this field blank.

PUERTO RICO (PR) CONUS FLAG

If the State of Legal Residence is PR or 43, CONUS flag must be 1 (Non-CONUS) or 2 (CONUS), else leave blank.

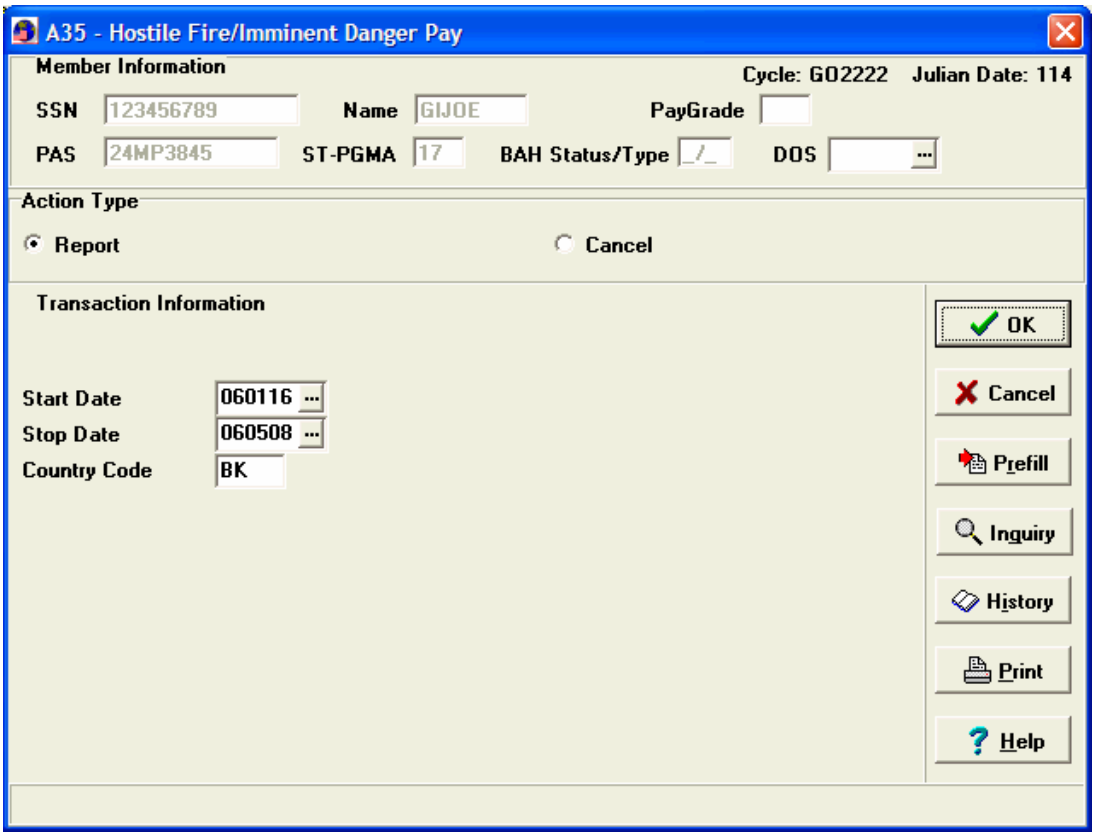
IS MEMBER MOBILIZED? Y / N?

Enter Y if member is mobilized and being paid via DJMS-AC, otherwise, enter N.

Reporting Combat Zone Tax Exclusion

1. The transaction A35 input with the A24 long tour using the CZTE/HFP country code for CZTE countries, changes the tax entries on the MMPA. If the country is CZTE the system generates an A90 transaction (NOT ALL HFP COUNTRIES ARE COMBAT ZONE TAX EXEMPT). The A90 repays the federal and state taxes and adjusts the tax wages. An enlisted soldier wages are reduced by the amount earned in the combat zone month. Officer’s wages are reduced by the maximum reduction amount allowed by law for each month in a combat zone.

SAMPLE OF A35 TRANSACTION



HELP SCREEN FOR THE A35 TRANSACTION

A35 HOSTILE FIRE PAY/IMMINENT DANGER PAY

NOTE: Submit TIN A35 with TIN A24 (Active Duty > 29 Days) when the member is entitled to Hostile Fire Pay/Imminent Danger Pay. If TIN A35 is not submitted at the same time as TIN 24 and a portion or all of the active duty tour has been paid, TIN A35, when submitted, will not make the payment retroactive to the tour start date. Submit TIN C05 to pay retroactive entitlements to Hostile Fire Pay/Imminent Danger Pay.

Air Force:

The A35 transaction is used to pay Hostile Fire Pay (HFP) when the active duty tour is reported on an A24 transaction. To pay HFP for an active duty tour reported on C01, a C02 must accompany the C01.

HELP SCREEN FOR THE A35 TRANSACTION

Navy:

The C05 will be used to pay Hostile Fire Pay after the fact. The C03 will collect this pay.

REPORT BUTTON

Both the Start Date field and the Stop Date field must be completed. Dates must conform to the edits below.

CANCEL BUTTON

The Start Date and Stop Date fields will be both zero-filled and the fields will be dimmed. The entry in these fields will not be allowed or required.

START DATE

Enter the start date in YYMMDD format.

STOP DATE

Enter the stop date in YYMMDD format.

COUNTRY CODE

This is a separate table in DJMS from their standard country code table. Please refer to the DODFMR, Volume 7A, Chapter 10, Figure 10-1 to determine which of the following countries are designated Hostile Fire/IDP areas. Enter one of the following two character alpha/numeric county codes for a country that is a designated Hostile Fire/IDP area:

AF – Afghanistan
AK - Alaska
AL - Albania
AG - Algeria
AQ - America Samoa
AN – Andorra
AO - Angola
AV – Anguilla
AY – Antarctica
AC - Antigua and Barbuda
71 – Arabian Gulf
AR – Argentina
AM – Armenia
AA - Aruba
AT - Ashmore and Carter Islands
AS - Australia

HELP SCREEN FOR THE A35 TRANSACTION

AU – Austria
AJ - Azerbaijan
BF - Bahamas
BA - Bahrain
FQ - Baker Island
BG - Bangladesh
BB – Barbados
AC – Barbuda and Antigua
BS - Bassas DA India
BO - Belarus
BE - Belgium
BH - Belize
BN - Benin
BD - Bermuda
BT – Bhutan
PU – Bissau-Guinea
BL - Bolivia
BK – Bosnia and Herzegovia
BC - Botswana
BV - Bouvet Island
BR - Brazil
IO - British Indian Ocean Territory
VI - British Virgin Islands
BX - Brunei
BU - Bulgaria
UV - Burkina
BM - Burma
BY - Burundi
CB - Cambodia
CM - Cameroon
CA - Canada
CV - Cape Verde
CJ - Cayman Islands
CT - Central African Republic
CD - Chad
CI – Chile
CH - China, Peoples Republic of
TW - China, Republic of Taiwan
KT - Christmas Island
IP - Clipperton Island
CK - Cocos (Keeling) Islands
CO - Colombia
CF – Congo
CW - Cook Islands
CN - Comoros
CR - Coral Sea Islands

HELP SCREEN FOR THE A35 TRANSACTION

```
CS - Costa Rica
IV – Cote D Ivoire (formerly)
HR - Croatia
CU - Cuba
CY – Cyprus
EZ – Czech Republic (formerly Czechoslovakia)
NONE- Dahomey
DA - Denmark
DJ - Djibouti
DO - Dominica
DR - Dominican Republican
TT – East Timor
EC - Ecuador
EG - Egypt
ES - El Salvador
EK - Equatorial Guinea
ER – Eriteria
EN - Estonia
ET - Ethiopia
EU - Europa Islands
FK - Falkland Islands (Islas Malvinas)
FO - Faroe Islands
FJ - Fiji
FI - Finland
FR - France
FG - French Guiana
FP - French Polynesia
FS - French Southern &  Antarctic Lands
GB - Gabon
GA - Gambia
GZ - Gaza Strip
GG - Georgia
GE - Germany
GH - Ghana
GI - Gibralter
GS – Gilbert Islands
GO - Glorioso Island
GR - Greece
GL – Greenland
GJ - Grenada
GP - Guadeloupe
GQ - Guam
GT - Guatemala
GK - Guernsey
GV – Guinea
PU - Guinea-Bissau
```

HELP SCREEN FOR THE A35 TRANSACTION

71 – Gulf,Arabian
70 – Gulf, Persian
GY - Guyana
HA - Haiti
HM - Heard Island and McDonald Islands
BK – Herzegovia and Bosnia
HO - Honduras
HK - Hong Kong
HQ - Howland Island
HU - Hungary
IC - Iceland
IN - India
ID - Indonesia
IR - Iran
IZ - Iraq
IY - Iraq-Saudi Arabia Neutral Zone
EI – Ireland
FK – Islas Malvinas (see Falkland)
IM – Isle of Man
IS - Israel
IT - Italy
IV - Ivory Coast
JM - Jamaica
JN - Jan Mayen
JA - Japan
DQ - Jarvis Island
JE – Jersey
JS - Jerusalem
JQ - Johnston Atoll
JO - Jordan
JU - Juan De Nova Island
KZ - Kazakhstan
KE - Kenya
KQ - Kingman Reef
KR - Kiribati
KN - Korea, North
KS - Korea, Republic of
KU – Kuwait
KG - Kyrgyzstan
LA - Laos
LE - Lebanon
LT - Lesotho
LI - Liberia
LY - Libya
LS – Liechtenstein
LU - Luxembourg

HELP SCREEN FOR THE A35 TRANSACTION

```
MC - Macau
MA - Madagascar
MI - Malawi
MY - Malaysia
MV - Maldives
ML - Mali
MT - Malta
IM - Man, Isle of
RM - Marshall Island
MB - Martinique
MR – Mauritania
MP - Mauritius
MF – Mayotte
HM – McDonald Island
MX - Mexico
FM - Micronesia, Federated St
MQ - Midway Islands
MD - Moldova
MN – Monaco
MG – Mongolia
MW - Montenegro
MH – Montserrat
MO - Morocco
MZ – Mozambique
WA - Namibia
NR – Nauru
BQ - Navassa Island
NP – Nepal
NL - Netherlands
NA - Netherlands Antilles
NC - New Caledonia
NZ - New Zealand
NU - Nicaragua
NG – Niger
NI - Nigeria
NE – Niue
NF - Norfolk Island
CQ - Northern Mariana Islands
NO - Norway
MU - Oman
XX - Other
PK - Pakistan
LQ - Palmyra Atoll
PM - Panama
PP - Papua New Guinea
PF - Paracel Island
```

HELP SCREEN FOR THE A35 TRANSACTION

PA – Paraguay
A1 – Pentagon and World Trade Center
70 – Persian Gulf
PE – Peru
RP - Philippines
PC - Pitcairn Island
PL - Poland
PO - Portugal
RQ - Puerto Rico
QA - Qatar
RE - Reunion
RO – Romania
RS - Russia
RW - Rwanda
SC - St. Christopher and Nevis
SH - St. Helena
ST - St. Lucia
SB - St. Pierre and Miquelon
VC - St. Vincent and the Grenadines
SM - San Marino
SX – Sandwich Islands and South Georgia
TP - Sao Tome and Principe
SA - Saudi Arabia
SG – Senegal
SR - Serbia
SE – Seychelles
SL - Sierra Leone
SN - Singapore
LO – Slovakia (formerly Czechoslovakia)
SI - Slovenia
BP - Solomon Islands
SO - Somalia
SF - South Africa
SX – South Georgia and Sandwich Islands
UR – Soviet Union (former code for USSR)
SP - Spain
PG - Spratly Islands
CE - Sri Lanka
SU – Sudan
NS - Suriname
SV - Svalbard
WZ - Swaziland
SW – Sweden
SZ - Switzerland
SY – Syria
TW – Taiwan

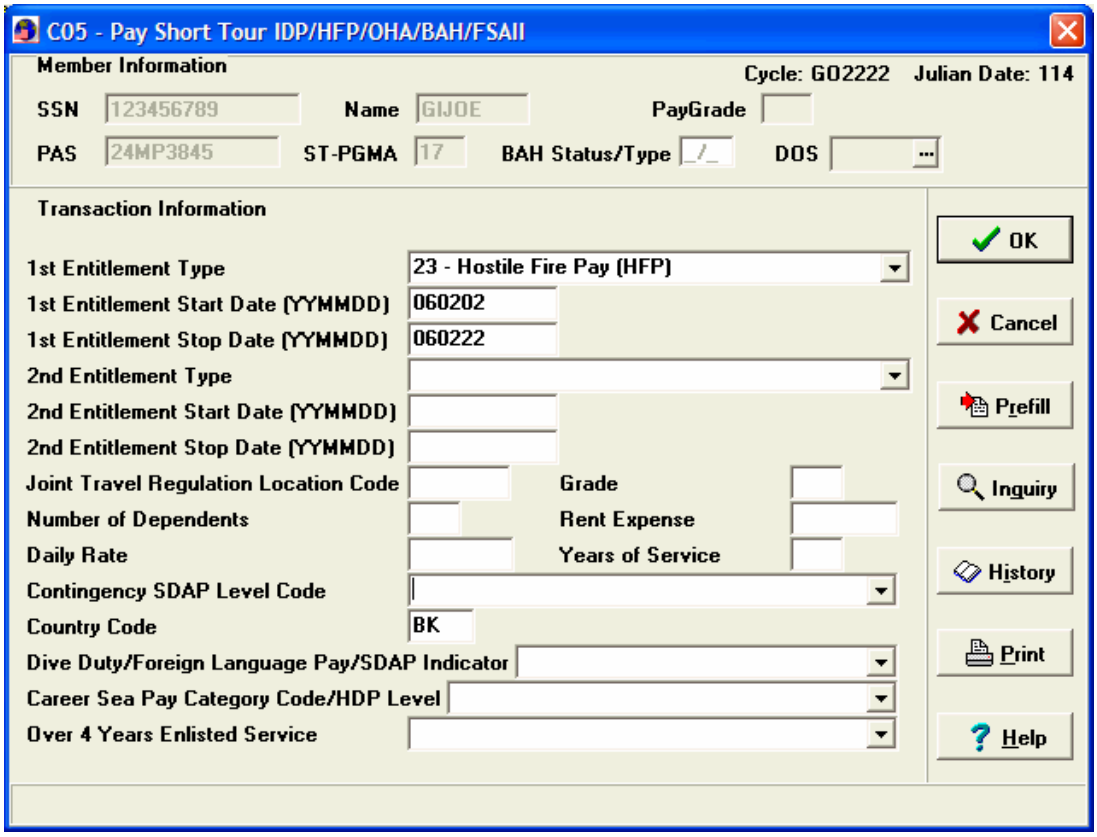
HELP SCREEN FOR THE A35 TRANSACTION

TI - Tajikistan
TZ - Tanzania, United Republic of
TH - Thailand
TO - Togo
TL – Tokelau
TN - Tonga
TD - Trinidad and Tobago
TE - Tromelin Island
PS - Trust Territory of the Pacific Islands
TS - Tunisia
TU – Turkey
TX - Turkmenistan
TK - Turks and Caicos Islands
TV – Tuvalu
UG – Uganda
UP - Ukraine
TC - United Arab Emirates
UK - United Kingdom
US - United States
NONE - Upper Volta
UY – Uruguay
UZ - Uzbekistan
NH – Vanuatu
VT - Vatican City
VE - Venezuela
VM - Vietnam
VQ - Virgin Islands
WQ - Wake Islands
WF - Wallis and Futuna
WE - West Bank
WI - Western Sahara
WS - Western Samoa
YE - Yeman
YS - Yemen (Aden)
YEM- Yemen (Sana’a)
YO – Yugoslavia
CG - Zaire
ZA - Zambia
ZI - Zimbabwe

2. If a member was in a combat zone area but didn’t receive the Hostile Fire Pay a C05 transaction is needed. The C05 may include dates outside IAS or after the tour completion. If the C05 is posted for a prior calendar year a corrected W2 is needed. The C05 will pay the Hostile Fire Pay and generate an A90, the A90 will reject due to the prior tax year. The A90

listing received from systems is manually reviewed and worked to correct the prior year wages and issue a W2C.

SAMPLE OF A C05 TRANSACTION



HELP SCREEN FOR C05 TRANSACTION

C05 PAY FDP / HFP / COLA / OHA / DDP / FLPP / SDAP / BAH / FSAII

General Processing Information

Two entitlements may be paid on a single C05, if only one of the entitlements requires a specific location code or daily rate.

EXAMPLE: Entitlement Types 22 and 58 can be paid on the same C05. Entitlement Types 50 and 58 cannot.

The C05 is a retroactive transaction; (i.e., the C05 will process only after the tour has been paid by DJMS-RC and posted to the calendar.)

Air Force:

If the member is on tour from 1 July - 30 September and entitled to Overseas Housing Allowance and Cost of Living Allowance (OHA/COLA), the computer run date is July code 2 is scheduled for the July 6th run.

HELP SCREEN FOR C05 TRANSACTION

The C05 for 1-15 July must be submitted to arrive in DFAS-DE to process on July 6th. If transaction arrives before July 6th, the C05 will reject with error message "INCOMPATIBLE WITH HF1- NO ENTRY OR INCOMPATIBLE WITH HF-1 TYPE DUTY". If the transaction is received after July 6th, the C05 will recycle until the next coded update.

1st ENTITLEMENT TYPE

Make a selection from the Drop-down menu. Drop-down choices are:

02 = Foreign Language Proficiency Pay (FLPP)
20 = Medical Dental Veterinarian Optometry (MDVO)
21 = Diving Duty Pay (DDP)
22 = Hardship Duty Pay (HDP)
23 = Hostile Fire Pay (HFP)
27 = Career Sea Pay (CSP)
50 = Cost of Living Allowance (COLA)
51 = Overseas Housing Allowance (OHA)
58 = Basic Allowance for Housing (BAH)
65 = Family Separation Allowance II (FSA, Type II)

NOTE
If the 2nd Entitlement Type field contains data, this field must contain data.
If the 2nd Entitlement Type is blank and the CBPO (first two characters of the PAS code) is S8, the 1st Entitlement Type must be 65.
This field cannot be left blank.

1st ENTITLEMENT START DATE

Enter the date the 1st entitlement started in YYMMDD format.

NOTE: If the 2nd Entitlement Start Date field contains a valid date, this field must contain a valid date.

1st ENTITLEMENT STOP DATE

Air Force:

Enter the date the 1st entitlement stopped in YYMMDD format. Must be equal to or less than the current update’s high date paid.

Army:

Enter the date the 1st entitlement stopped in YYMMDD format.

Navy:

Enter the date the 1st entitlement stopped in YYMMDD format. The Stop Date cannot be YY0229 or YY0230 in a non-leap year if the Entitlement Type = 50.

HELP SCREEN FOR C05 TRANSACTION

NOTE: If the 2nd Entitlement Stop Date contains a valid date, this field must contain a valid date.

2nd ENTITLEMENT TYPE

Enter the ID of the entitlement from the Drop-down menu. Drop-down choices are:

20 = Medical Dental Veterinarian Optometry (MDVO)
21 = Diving Duty Pay (DDP)
22 = Hardship Duty Pay (HDP)
23 = Hostile Fire Pay (HFP)
27 = Career Sea Pay (CSP)
50 = Cost of Living Allowance (COLA)
51 = Overseas Housing Allowance (OHA)
58 = Basic Allowance for Housing (BAH)
65 = Family Separation Allowance II (FSA, Type II)

NOTE:
The Second Entitlement Type must be either greater than the 1st Entitlement Type; otherwise, leave blank. If the First Entitlement Type is 50 or 51, the Second Entitlement Type cannot be 51 or 58. If the First Entitlement Type is 02, the Second Entitlement Type cannot be 21 or 30.

2ND ENTITLEMENT START DATE

Enter the date the 2nd entitlement started in YYMMDD format; otherwise, leave blank.

2ND ENTITLEMENT STOP DATE

Air Force and Army:
May be blank or enter the date the 2nd entitlement stopped in YYMMDD format.

Navy:
Enter the date the 2nd entitlement stopped in YYMMDD format. The Stop Date cannot be YY0229 or YY0230 in a non-leap year if the Entitlement Type = 50.

JOINT FEDERAL TRAVEL REGULATIONS (JFTR) LOCATION CODE

If the 1st or 2nd Entitlement Type is 50 or 51, enter the zip code of JFTR Location code. If the 1st or 2nd Entitlement Type is 58, enter the permanent duty station zip code. If the 1st or 2nd Entitlement Type is 22 and the Hardship Duty Pay Level is L, enter the zip code from table 118. Otherwise, leave this field blank.

HELP SCREEN FOR C05 TRANSACTION

NUMBER OF DEPENDENTS

If the 1st or 2nd Entitlement Type is 51 (Overseas Housing Allowance (OHA)), enter 0 (without dependents) or 1 (with dependents).

If the 1st or 2nd Entitlement Type is 50 (Cost of Living Allowance (COLA)), enter 0-5.

If the 1st or 2nd Entitlement Type is 58 (Basic Allowance for Housing (BAH)), enter 0-9.

If the 1st or 2nd Entitlement Type is not 50, 51, or 58, leave blank.

DAILY RATE

If the 1st or 2nd Entitlement Type is 50 (Cost of Living Allowance (COLA)), 51 (Overseas Housing Allowance (OHA)) or 58 (Basic Allowance for Housing (BAH)), zero fill for automatic calculation of COLA, OHA or BAH, otherwise leave blank.

NOTES:

If the rent includes any utilities, or the member is sharing or paying Barracks COLA, enter the actual calculated daily rate.

DMO will accept 3 numeric characters before requiring a decimal point to precede the cents/fractional cents (up to four digits to the right of the decimal point);

¨ If an amount is entered without a decimal point it will be assumed to be whole dollars.

¨ If a decimal point is entered, and there are less than four digits entered to the right of the decimal point, the cents/fractional cents will be zero-filled to the right of the last digit entered.

¨ For COLA (Entitlement Type 50), if applicable, the 3rd and 4th digits to the right of the decimal must equal zero.

EXAMPLES: there are multiple ways to enter for example $20 such as:

20
20.
020
020.
20.0
20.00

CONTINGENCY SDAP LEVEL CODE

May be blank or make a selection from the Drop-down list; choices are:

SDAP Level Code	Monthly Rate	Daily Rate
1	$75.00	2.500000
2	150.00	5.000000
3	225.00	7.500000
4	300.00	10.00000
5	375.00	12.50000
6	450.00	15.00000

HELP SCREEN FOR C05 TRANSACTION

A	.00	.00000
B	.00	.00000
C	.00	.00000
D	.00	.00000
E	.00	.00000
F	.00	.00000
G	.00	.00000
H	.00	.00000
I	.00	.00000
J	.00	.00000
K	.00	.00000
L	.00	.00000
M	.00	.00000
N	.00	.00000
O	.00	.00000
P	.00	.00000
7	.00	.00000
Y		

When the 1st or 2nd Entitlement Type equals 30, this field must contain an alphanumeric character.

When the 1st or 2nd Entitlement Type does not equal 30 enter Y if Contingency Operation, otherwise leave this field blank.

Air Force

Enter a Y if Basic Allowance for Housing (BAH) payment is authorized due to DOD ordered contingency. See 18.1.11, "RC Payroll Office-Contingency". Otherwise, leave blank.

Army and Navy

Enter a "Y" if Basic Allowance for Housing (BAH) is for an approved contingency in accordance with the JFTR otherwise, leave this field blank.

COUNTRY CODE

This is a separate table in DJMS from their standard country code table. Please refer to the DODFMR, Volume 7A, Chapter 10, Figure 10-1 to determine which of the following countries are designated Hostile Fire/IDP areas. Enter one of the following two character alpha/numeric county codes for a country that is a designated Hostile Fire/IDP area:

DIVING DUTY/ FOREIGN LANGUAGE PROFICIENCY PAY / SDAP INDICATOR

Make a selection from the Drop-down menu.

HELP SCREEN FOR C05 TRANSACTION

NOTES:
¨ If the 1st Entitlement Type is 21, one of the Diving Duty Indicators must be selected.
¨ If the 1st Entitlement Type is 02, one of the FLPP Levels must be selected.
¨ If the 1st Entitlement Type is 30, one of the SDAP Indicators must be selected.

Drop-down choices are:
If the 1st or 2nd Entitlement Type is 21:

Air Force:
Enter the appropriate code for Diving Duty Pay (DDP):
0K = Diving Duty Officer
0P = Para-Rescue (Enlisted)
08 = Scuba (Enlisted)

Army:
Enter the appropriate code for Diving Duty Pay (DDP):
0I = Marine Diving Officer
0A = Combat Diver (Officer)
0J = Master Diver (Enlisted)
0L = Diver 1st Class (Enlisted)
0M = Salvage Diver (Enlisted)
0N = Diver 2nd Class (Enlisted)
0H = Combat Diver (Enlisted)
0V = Officer Trainee

Navy:
Enter the appropriate code for Diving Duty Pay (DDP):
0Y = Diver First Class
0O = Diver Second Class
0R = Scuba Diver
06 = Saturation Diver
03 = Basic Combatant Swimmer
0E = Combatant Swimmer (SEAL)
0D = EOD Technicians
02 = EOD Mobile Unit Diver
0B = Medical Deep Sea Diving Technician
0Q = UDT/SEAL Officer (113x)
04 = UDT/SEAL Officer (118x)
0V = Diving Officer (Scuba)
0G = Diving Officer
0Z = Ship Salvage Operations Officer
0W = Undersea Medical Diver
0I = EOD (Officer)
0F = Senior EOD Technician

HELP SCREEN FOR C05 TRANSACTION

0H = Senior EOD Technician/Parachutist
0L = Master EOD Diver
0U = Master EOD Diver/parachutist
0J = Master Diver
0A = Advances Underwater Construction Technician
0N = Basic Underwater Construction Technician
0C = Medical Special Operations Technician
0D = Salvage/Construction Demolition diver
0S = Seal Delivery Vehicle Pilot/Navigator
0T = Seal Delivery Vehicle Pilot/Navigator EOD
01 = EOD Assistant
07 = Medical Deep-Sea Diving Tech

Foreign Language Proficiency Pay (FLPP):

Enter the appropriate code from the Drop-down menu for the specific service. Drop-down choices are:

Note: If the FLPP field contains an entry, the Diving Duty Pay field must be blank.

Army

11 = FLPP I Level 1 $100.00
13 = FLPP I Level 3 $150.00
15 = FLPP I Level 5 $200.00
17 = FLPP I Level 7 $250.00
19 = FLPP I Level 9 $300.00
2A = FLPP II Level 1 $50.00
2B = FLPP II Level 2 $62.50
2C = FLPP II Level 3 $75.00
2D = FLPP II Level 4 $87.50
2E = FLPP II Level 5 $100.00
2F = FLPP II Level 6 $112.50
2G = FLPP II Level 7 $125.00
2H = FLPP II Level 8 $137.50
2I = FLPP II Level 9 $150.00

Air Force

11 = FLPP I Level 1 $100.00
12 = FLPP I Level 2 $125.00
13 = FLPP I Level 3 $150.00
14 = FLPP I Level 4 $175.00
15 = FLPP I Level 5 $200.00
16 = FLPP I Level 6 $225.00
17 = FLPP I Level 7 $250.00
18 = FLPP I Level 8 $275.00
19 = FLPP I Level 9 $300.00
2A = FLPP II Level 1 $50.00

2B = FLPP II Level 2 $62.50
2C = FLPP II Level 3 $75.00
2D = FLPP II Level 4 $87.50
2E = FLPP II Level 5 $100.00
2F = FLPP II Level 6 $112.50
2G = FLPP II Level 7 $125.00
2H = FLPP II Level 8 $137.50
2I = FLPP II Level 9 $150.00

Navy

12 = FLPP I Level 2 $125.00
13 = FLPP I Level 3 $150.00
14 = FLPP I Level 4 $175.00
15 = FLPP I Level 5 $200.00
16 = FLPP I Level 6 $225.00
17 = FLPP I Level 7 $250.00
18 = FLPP I Level 8 $275.00
19 = FLPP I Level 9 $300.00
2A = FLPP II Level 1 $50.00
2B = FLPP II Level 2 $62.50
2C = FLPP II Level 3 $75.00
2D = FLPP II Level 4 $87.50
2E = FLPP II Level 5 $100.00
2F = FLPP II Level 6 $112.50
2G = FLPP II Level 7 $125.00
2H = FLPP II Level 8 $137.50
2I = FLPP II Level 9 $150.00

Special Duty Assignment Pay (SDAP):

May be blank or make a selection from the Drop-down list.

CAREER SEA PAY CATEGORY/HARDSHIP DUTY PAY LEVEL

Make a selection from the Drop-down menu.

If the 1st or 2nd Entitlement Type is 27 (Career Sea Pay), enter one of the following vessel categories:

A = Mission is accomplished underway.
B = Mission is accomplished in port or in a port 50 miles or less from homeport.
C = Mission is accomplished underway or in a port more than 50 miles from home port.
Blank = None of the above

If the 1st or 2nd Entitlement Type is 22 (Hardship Duty Pay), enter one of the following:

L = Hardship Duty Pay – Location
M = Hardship Duty Pay – Mission

NOTE: If the 1st or 2nd Entitlement Type is not 27 OR 22, this field must be blank.

OVER 4 YEARS ENLISTED SERVICE

Make a selection from the Drop-down menu. Drop-down choices are:

Y = Officer (01-03) has over 4 years enlisted

N = Above is not true

NOTE: The fields listed below are used by FELS to automatically calculate Cost of Living Allowance (COLA), Overseas Housing Allowance (OHA), or Basic Allowance for Housing (BAH) when the daily rate field is zero-filled and the start and stop dates are within Immediate Access Storage (IAS).

GRADE

If the 1st or 2nd Entitlement Type is 50 (Cost of Living Allowance), 51 (Overseas Housing Allowance) or 58 (Basic Allowance for Housing) and the Daily Rate field is zero-filled, enter the member’s pay grade; otherwise leave this field blank. Member’s Pay Grade must be equal to 01-10, 21-25 or 31-39.

RENT EXPENSE

If the 1st or 2nd Entitlement Type is 51 (Overseas Housing Allowance) or 58 (Basic Allowance for Housing) and the Daily Rate field is zero-filled, enter the rent expense, otherwise leave this field blank. DMO will accept 2 numeric characters before requiring a decimal point to precede the cents/fractional cents (up to four digits to the right of the decimal point). If no decimal point is entered, the amount entered will be assumed to be whole dollars. If a decimal point is entered and less than four digits are entered to the right of the decimal point, the cents/fractional cents will be zero-filled to the right of the last digit entered.

EXAMPLES: If daily rent expense is $31.15, enter 31.15 or 31.1500; for a $20.0000 amount, enter 20 or 20. or 20.0 or 20.00, or 20.000 or 20.0000.

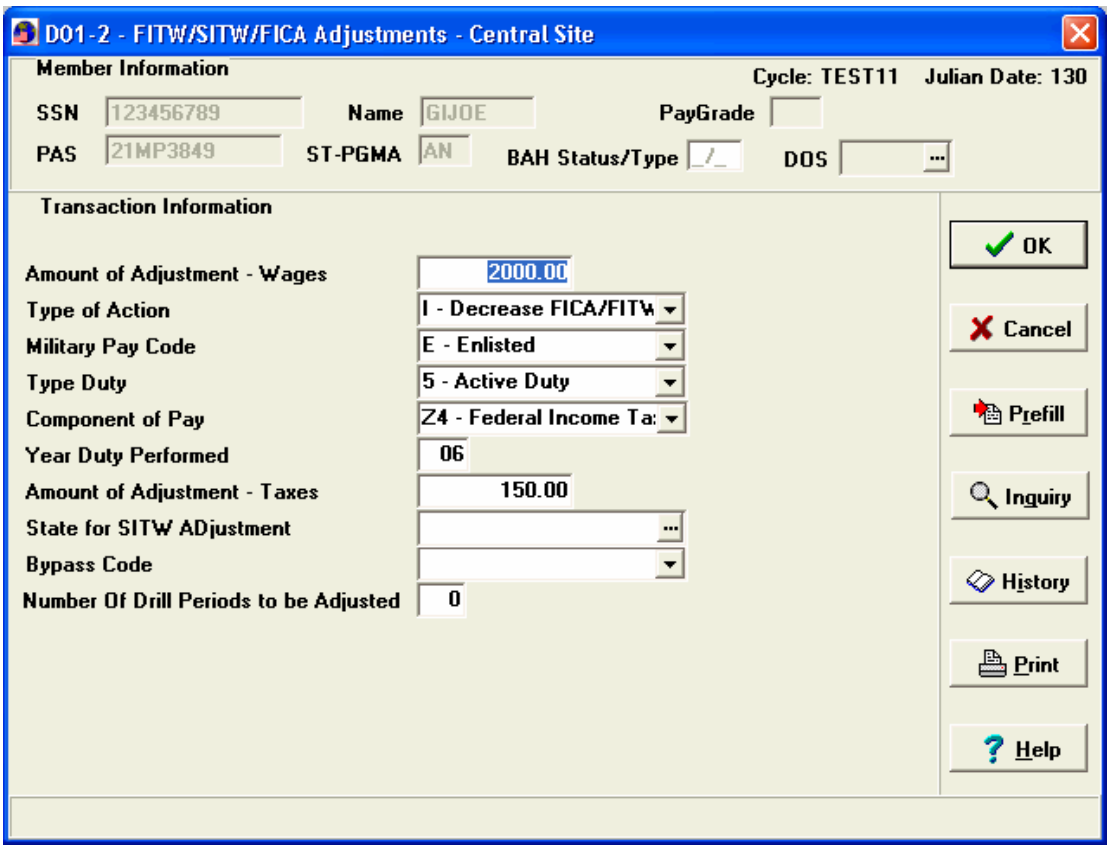
YEARS OF SERVICE

If the 1st or 2nd Entitlement Type is 50 (Cost of Living Allowance) or 58 (Overseas Housing Allowance) and the Daily Rate field is zero-filled, enter the number of years of creditable service for basic pay; otherwise leave this field blank.

3. **D01--Changing taxes**--If a pay computation is performed, and the wages/taxes are incorrect, an adjustment is needed. The D01 transactions are used to correct wages and/or taxes. Example would be for taxes collected erroneously on a bonus.

NOTE: These transactions are central site only.

SAMPLE OF A D01-2 TRANSACTION



HELP SCREEN FOR D01-2 TRANSACTION

D01-2 FITW/SITW/FICA ADJUSTMENT - CENTRAL SITE

AMOUNT OF ADJUSTMENT - WAGES

Enter the amount of the wage adjustment; from zero to 9999.99. If you do not enter a decimal point and cents, the cents will be zero-filled.

TYPE OF ACTION

Select the type of action from the drop down list:

HELP SCREEN FOR D01-2 TRANSACTION

H = Increase FICA/FITW/SITW wages and deductions
I = Decrease FICA/FITW/SITW wages and deductions
J = Decrease FITW deductions and refund tax

MILITARY PAY CODE

Select the military pay code from the drop down list:

O = Officer
E = Enlisted
W = Warrant Officer
C = Cadet/Midshipman

TYPE DUTY

Select the type of duty from the drop down list displayed according to branch of service:

Air Force:

2 = Unit Training Assembly (UTA)/Multiple Unit Training Assembly (MUTA)/Rescheduled Training
3 = Additional Flying Training Period (AFATP) adjustment
4 = Proficiency Training (PT) – ANG USE ONLY
5 = Active Duty
7 = Stipend (HPIP) and Subsistence (ROTC)
8 = Funeral Honors Duty Allowance (FHDA)

Army:

2 = Unit Training Assembly (UTA)/Multiple Unit Training Assembly (MUTA)/Rescheduled Training
3 = Additional Flying Training Period (AFATP) adjustment
5 = Active Duty
7 = Stipend (HPIP) and Subsistence (ROTC)
8 = Funeral Honors Duty Allowance (FHDA)
A = Additional Training Adjustment (ATA)
B = Jump Proficiency Training (JPT) adjustment
C = Additional Airborne Unit Training Assembly (AAUTA) adjustment
D = Additional Assembly for Nuclear Training (AAANT) adjustment
E = Readiness Management Assembly (RMA) Training Support adjustment (ARNG USE ONLY)
F = Other supplemental Inactive Duty Training (IDT) adjustment (ARNG USE ONLY)
G = MCOFT Adjustment (ARNG USE ONLY)

HELP SCREEN FOR D01-2 TRANSACTION

H = Readiness Management Assembly (RMA) Management Support adjustment
K = Equivalent Training adjustment

Navy:

2 = Unit Training Assembly (UTA)/Multiple Unit Training Assembly (MUTA)/Rescheduled Training (RST) adjustment
3 = Additional Flying Training Period (AFTP) adjustment
5 = Active Duty
7 = Stipend (HPIP) and Subsistence (ROTC)
8 = Funeral Honors Duty Allowance (FHDA)
A = Additional Training Adjustment (ATA)
H = Readiness Management Assembly (RMA0) Management Support adjustment
K = Equivalent Training Adjustment
P = Points only, Nonpay Inactive Duty

FUNERAL HONORS DUTY ADJUSTMENT TYPE

This field will be enabled if the Type Duty is Funeral Honors Duty Allowance. Leave this field blank for a $50 Adjustment, or select Base Pay Adjustment from the drop down list.

COMPONENT OF PAY

Select the Component of Pay from the drop down list:

Z1 = Employee’s share FICA

Z4 = Federal Income Tax Withheld

Z7 = State Income Tax Withheld

YEAR DUTY PERFORMED

Enter the Fiscal Year during which the duty was performed.

AMOUNT OF ADJUSTMENT - TAXES

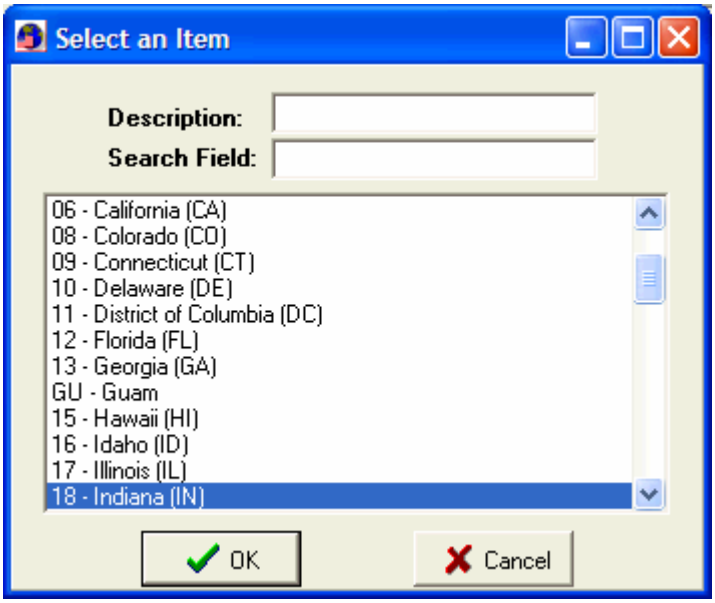
Enter the amount of the tax adjustment; from zero to 9999.99. If you do not enter a decimal point and cents, the cents will be zero-filled.

HELP SCREEN FOR D01-2 CONTINUED

STATE FOR SITW ADJUSTMENT

Leave this field blank unless the Component of Pay is Employee's share FICA. Enter the two-position State Code or select a code from the window displayed via the ellipsis button .

The following screen will be displayed:



The State Codes along with the State Names are listed in this window. You can scroll down the list to find the state you are looking for, or you can use the Description or Search Field boxes. Description will search for the actual state name, and Search Field will search for the code. After you have highlighted the state you were looking for, click OK and it will be auto-filled on the transaction input screen. Click Cancel to close this window without action. Click here to see a list of States and their corresponding codes.

BYPASS CODE

Leave this field blank to not bypass history file 3, or select Bypass History File 3 from the drop down list.

NUMBER OF DRILL PERIODS TO BE ADJUSTED

Leave this field blank.

4. **Social Security and Medicare Wages (FICA)**

Withholdings are a percentage of basic pay entitlement. The Current percentage of Social Security is .0620 and the Current percentage of Medicare is .0145.

E. HELPFUL HINTS IN COMPUTING TAXABLE WAGES/DEDUCTIONS

1. Pay entitlements listed in DODFMR Vol 7a, are taxable unless earned in combat zone or service member is receiving Hostile Fire Pay (HFP)/Imminent Danger Pay (IDP) and the new Combat–related Rehabilitation Pay (CIP) while hospitalized for treatment of an injury or wound incurred as a result of hostile action. Use start and stop dates to determine when entitlements were earned and paid.

a. Entitlements are taxed in the year they are received unless they are earned in combat zone. Officer’s wages are reduced by the maximum reduction amount allowed by law for each month in a combat zone. See table in JWMM on the DJMS system to find out maximum amount for Officers.

b. When an enlisted member reenlists in combat zone, the bonus is tax exempt, including anniversary payments. The Officer’s bonus is fully taxable.

c. Leave earned in the combat zone is tax exempt for enlisted members when used or sold. The amount of tax exempt leave sold is reduced as it is used. If the member accrues 30 days leave in the combat zone and uses 30 days upon return, then member does not have any leave that will be tax free when sold. This process is referred to as LIFO--Last In First Out. Officer wages are not always reduced by leave earned in combat zone.

(1) When computing days accrued in combat zone for lump sum leave sale (LSL), use 2.5 per month, do not reduce number of days based on arrival or departure dates, unless the member is a new enlistee or separated. Multiply the number of days earned by daily base pay rate and reduces it from wages YTD.

Do not reduce withholdings as Reserve and National Guard soldiers are systematically reduced the month after the Lump Sump Leave payment.

2. Block 12 of the W2 contains any pays that was combat zone tax exempt (CZTE) for the social security administration.

F. VA COMPENSATION received with Disability Severance Pay

1. **VA compensation received/awarded in the same tax year of payment**. Advise member that a refund of taxes withheld may be obtained from DFAS/ Central site if specific criteria is met. The orders must state the specific criteria or a VA rating is needed. If the criteria are met then wages are reduced and the taxes are refunded. The refund will be deposited in the last banking information on the MMPA.

2. **VA compensation awarded/received in tax year after payment.** Advise member that refunds for income taxes withheld must be obtained from the IRS if VA rating is in a different calendar year.

(remainder of this page is reserved for future use)

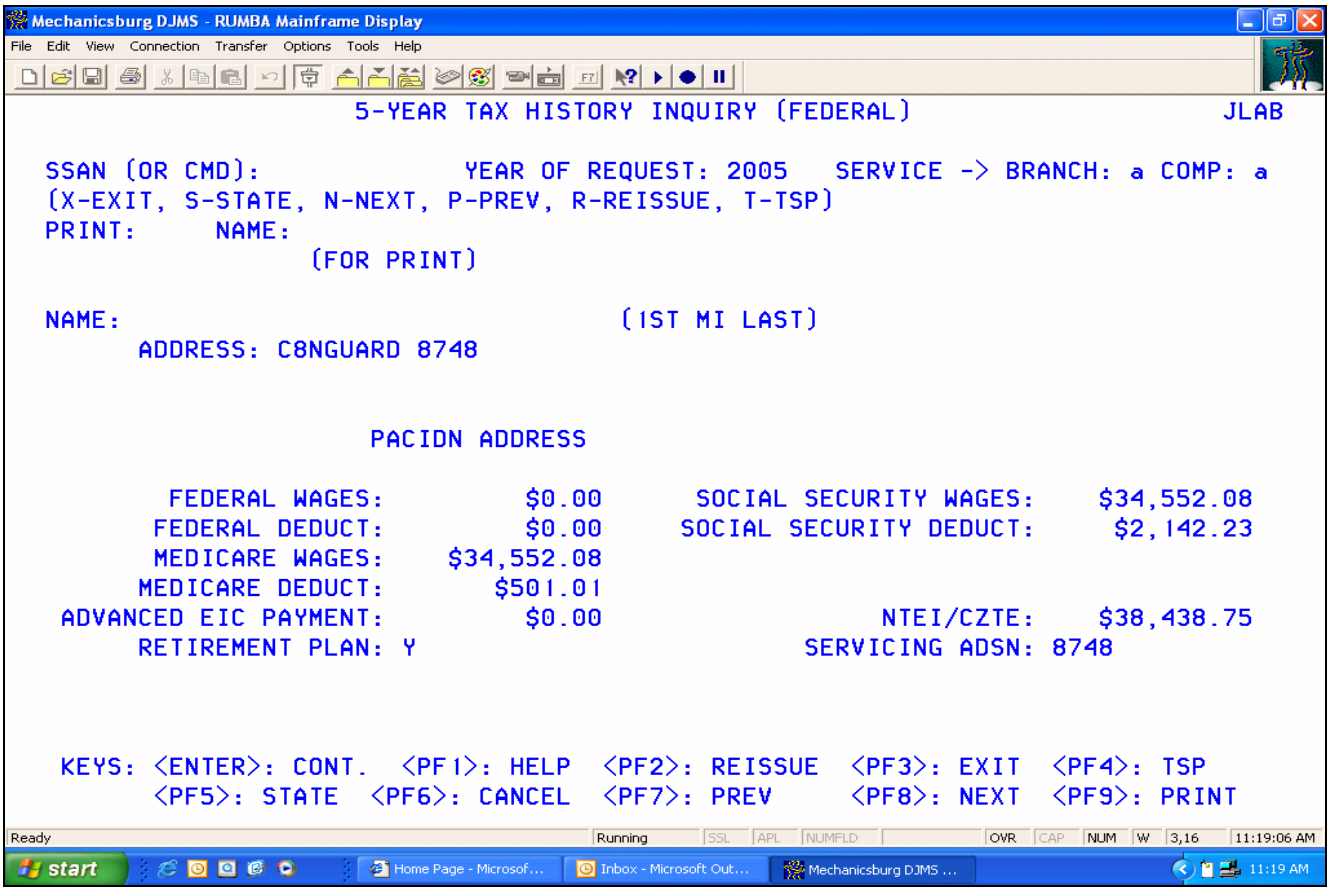
5 YEAR TAX HISTORY/W-2

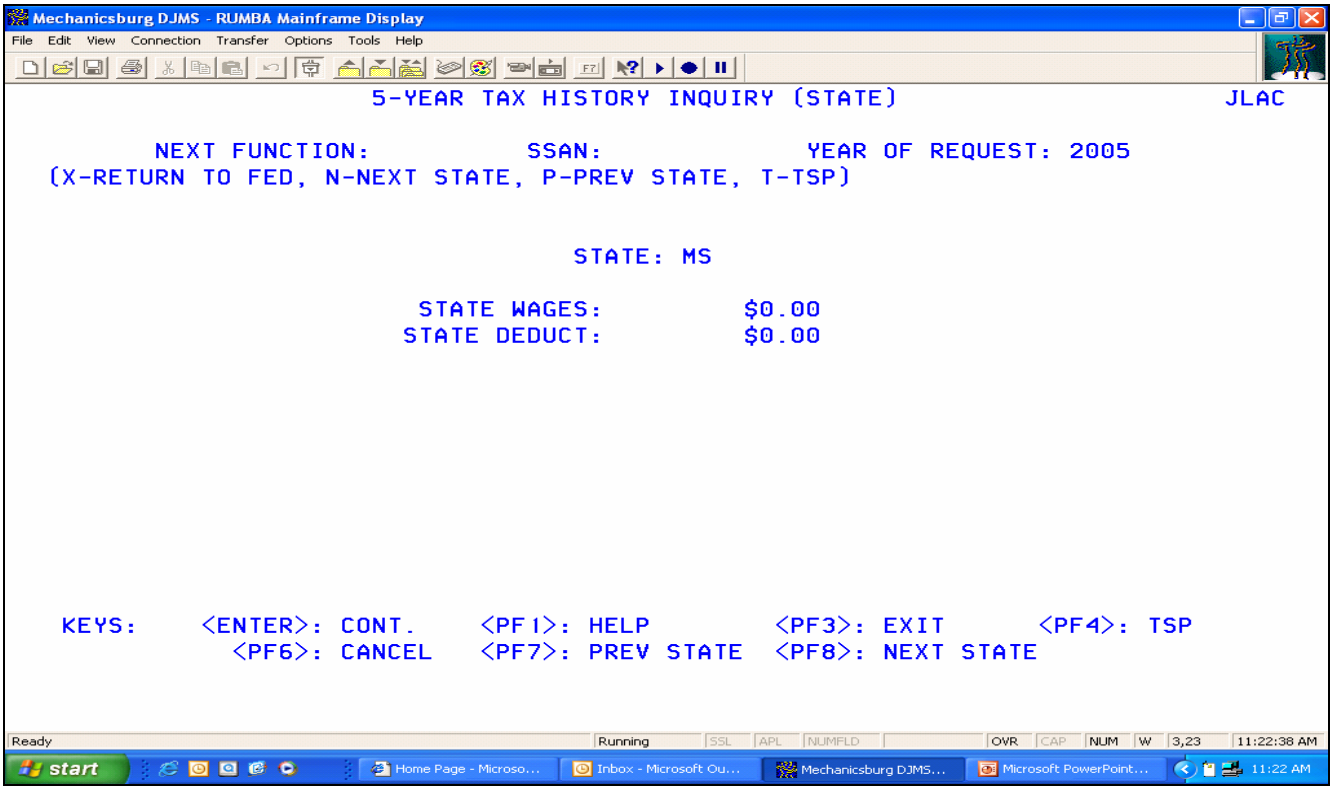
A. BACKGROUND

The 5-Year Tax History System is an on-line system (JLAA/JLBB located in DJMS) providing a method for issue or reissue of W-2 and W-2C forms. The DJMS system has 5 years of tax history available in Immediate Access Storage (IAS). Because the DJMS system is an interactive system, the tax information updates with the regular MMPA updates.

DJMS Central Site reissue requests are printed on a daily basis. The W-2C is held and the update run about every 9 days to allow time for all input to update.

SAMPLE DJMS W-2 ON-LINE SCREENS





B. THE MMPA TAX ENTRIES

On the MMPA the entries that are associated with the W-2/5 Year Tax History System are the page 5A and 5B entries. These entries are explained and examples shown in full detail in the tax processing portion of this manual.

1. When a member dies, the member's MMPA is changed to reflect the correct wage amount and a W2 will generate in January of the next year. The member’s account is changed to deceased.
2. When a member separates, the W-2 comes from the normal W-2 processing in January of the next year.

The JLAA module has three options, Inquiry, Reissue and Mailing address. The Inquiry option is to view the member’s tax data. The Reissue option allows for a change in the address and the name prior to reissuing the W2. The Mailing address option is reflects the date the W2 was reissued and by whom.

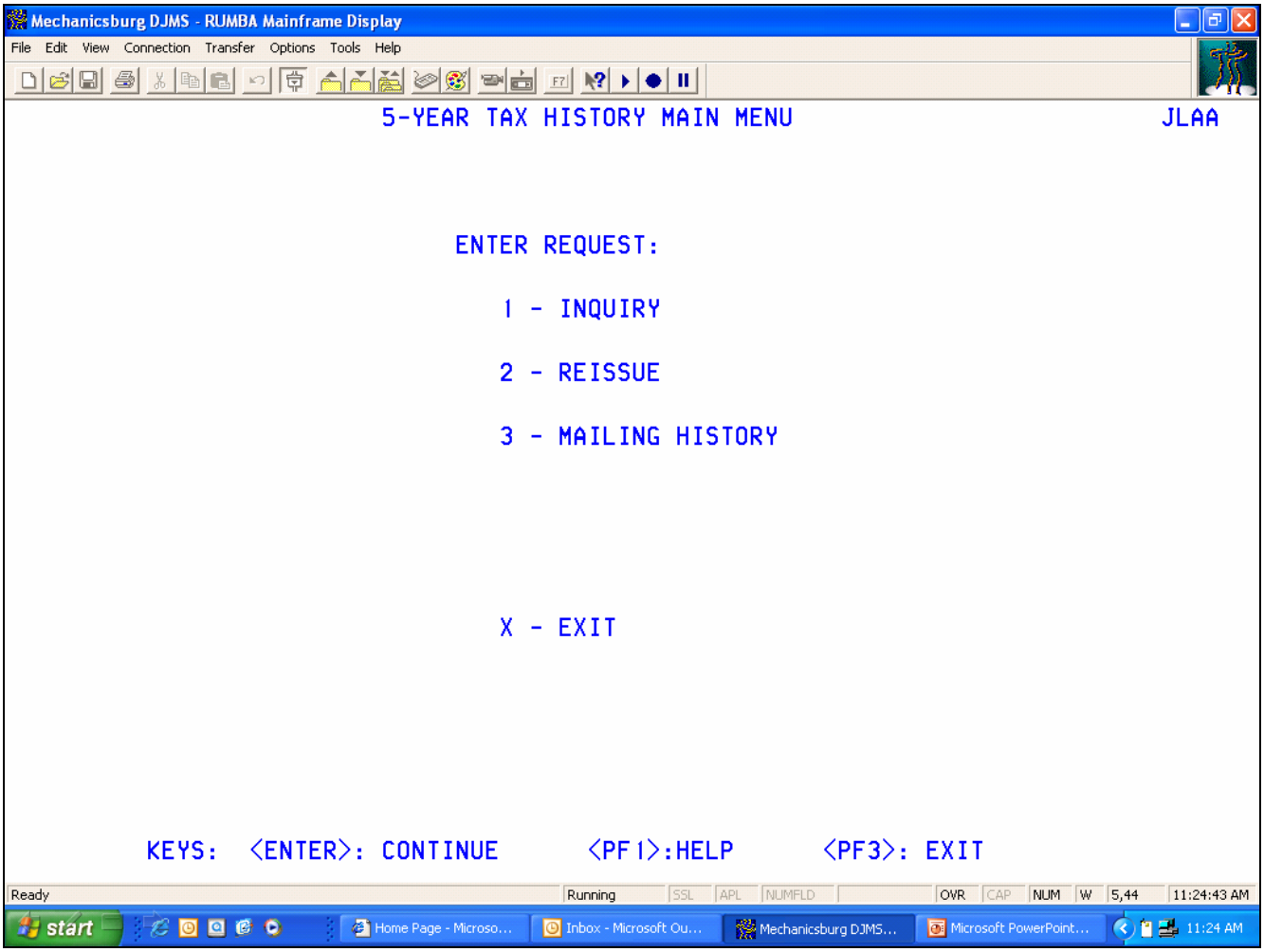
A reissue request can be processed from the INQUIRY option. To change the name, enter “N” in the Temporary field. To change the address, enter an “A”. To change both, enter a “B”. **Remember**! When you change the name, you are changing the member's name that

will appear on the TD (tax document) Forms W-2 and W-2c. **Note**: This is a one-time change to the W-2. It does not update the MMPA address file or 5YR record. If no name or address change is desired, space through this field.

If you want central site to process the reissue, enter a Y in the CENTRAL SITE field or press <PF5>.

The reissued TD Form W-2, and any corresponding TD Forms W-2c, will be mailed to either the address contained on the 5YR system or the temporary address entered on the request screen when "A" was entered in the TEMPORARY field.

SAMPLE JLAA MAIN SCREEN



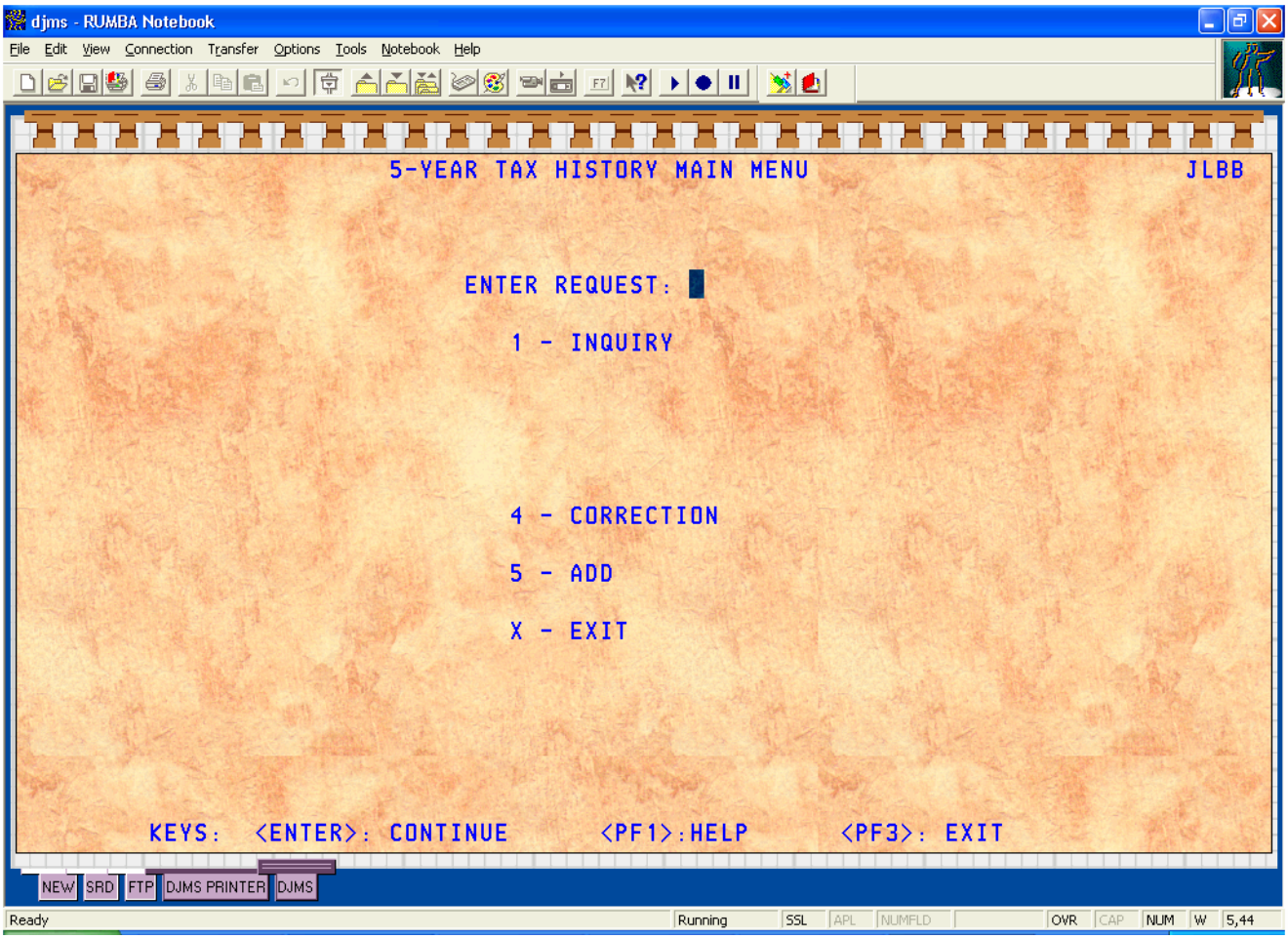
C. ACCOUNT CORRECTIONS

At the Central Site level, some users will be able to access the 5-Year Tax History system through the DJMS-Module JLBB.

The JLBB module has three options, Inquiry, Correction and Add.

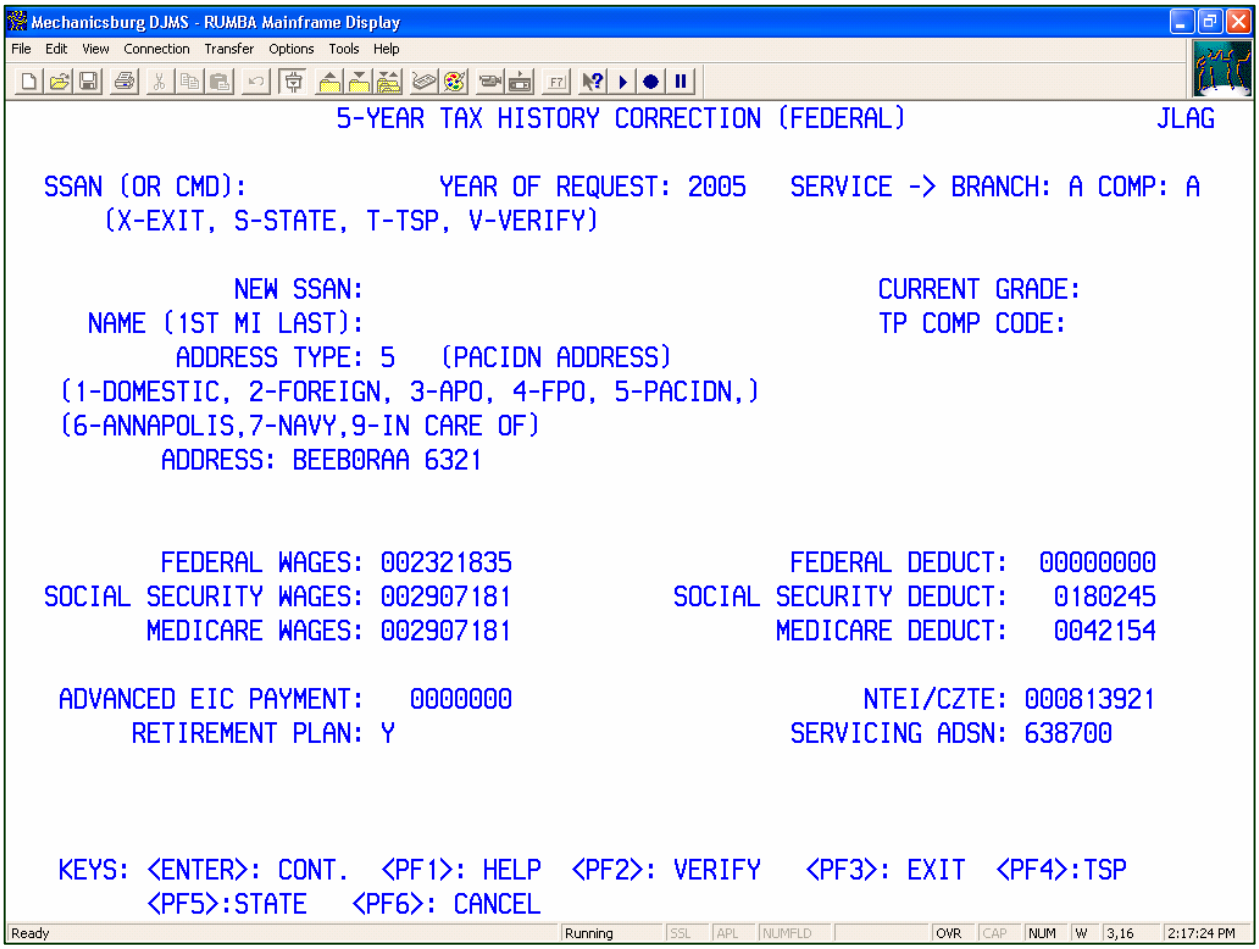
The Inquiry option is to view the member's tax data. The Correction option allows changes to the following: SSN, NAME, WAGES/TAXES, TSP and Mailing address. If an SSN change is being made, this is the only change that can be made on that entry. There cannot be a change for NAME and/or PENSION PLAN along with the SSN in the same input. They may be changed after the SSN input updates. The Add option allows Central Site to add a W2 when the system didn't generate one.

The 5-Year Tax History Main Menu



When the correction option is selected this screen appears, fill in the SSAN (or command) area along with the appropriate YEAR OF REQUEST (YYYY), SERVICE BRANCH (A = Army) and COMPONENT (A = Active Duty/Separated; C = Cadet or R = Guard/ Reserve). The information will appear the same as it did for the access under the JLAA module. If the W-2 had a change, then a message would appear after the member's data showing the date of the change and who made the change. Once the information appears on the screen the data is ready to be changed.

SAMPLE OF JLBB SCREEN TO CORRECT TAX



(the remainder of this page is reserved for future information)

Chapter 14

DEBTS

Indebtedness - Money deducted from a members pay account to repay a debt owed usually to the U.S Government.

In accordance with the DoDFMR Vol. 7A Chapter 50, Paragraph 500104, Part 4, the maximum amount of involuntary collection from a member's pay is 2/3 of the disposable pay (per month). Disposable pay is computed by deducting the following from gross pay: FICA, FITW, SGLI, FSGLI, SSLI, SITW and Dependant Dental Plan (DDP). A Soldier/Service Member can voluntarily elect to pay/remit all of his Disposable Pay per pay period in order to reduce/repay their debt.

Soldiers can request a proration of their debt by receiving a memorandum from their commander. If a debt is not fully paid at the time of soldiers separation, the remaining balance will systematically flow to the Debt and Claims Management system after the 900 separation transaction goes through end of month (EOM) processing.

Indebtedness transactions differ from other transaction due to the ability to suspend the debt collection.

Types of Debts covered in the following chapters:

14A. GOVERNMENT PROPERTY LOSS DAMAGED OR DESTROYED (GPLD) and REPORT OF SURVEY (DG TRANSACTIONS)

14B. OVERPAYMENT OF PAY AND ALLOWANCES (DQ TRANSACTIONS)

14C. MISCELLANEOUS DEBT (DS TRANSACTIONS)

14D. ADVANCE PAYMENTS, SGLI and FSGLI Debts (DV TRANSACTIONS)

14E. CASUAL AND PARTIAL PAYMENTS (DW TRANSACTIONS)

14F. MONETARY PUNISHMENT (DQ)

14G. Non-Performance Debts (B12, B03, C03, A24, D01, D02)

(this page is reserved for future use)

Chapter 14 A

Government Property Loss or Damaged (GPLD)

Indebtedness - Money deducted from a members pay account to repay a debt owed usually to the U.S Government.

In accordance with the DoDFMR Vol. 7A Chapter 50, Paragraph 500104, Part 4, the maximum amount of involuntary collection from a member's pay is 2/3 of the disposable pay (per month). Disposable pay is computed by deducting the following from gross pay: FICA, FITW, SGLI, FSGLI, SSLI, SITW and Dependant Dental Plan (DDP). A Soldier/Service Member can voluntarily elect to pay/remit all of his Disposable Pay per pay period in order to reduce/repay their debt.

Indebtedness transactions differ from other transaction due to the ability to suspend the debt collection.

GOVERNMENT PROPERTY LOSS DAMAGED OR DESTROYED (GPLD) and REPORT OF SURVEY (DG)

A. BACKGROUND

When government property is lost, damaged or destroyed by a member, a collection from the member is obtained. The collection options are voluntary (cash collection) or involuntary (monthly deduction of pay). A voluntary action is the member reimbursing the government with a check taken to a finance office. The finance office forwards the check to DFAS to generate a cash collection voucher. An involuntary action results in a debt established on the member's account and collected from the member's pay.

If the member voluntarily agrees to reimburse the government with cash collection, a DG07 is processed. A DG07 is also used to report a waiver of debt. If the member does not voluntarily agree to reimburse the government, a DG03 transaction is processed, posting a DG entry to the member's account for the amount of the liability.

GOVERNMENT PROPERTY LOST DAMAGED

STATEMENT OF CHARGES/CASH COLLECTION VOUCHER	1. DATE 2. DOCUMENT/VOUCHER NUMBER

3. ORGANIZATION	4. STATION

5. DISBURSING OFFICE COLLECTION VOUCHER NUMBER	6. DISBURSING STATION SYMBOL NUMBER	7. ACCOUNTING CLASSIFICATION

STOCK NUMBER a.	ITEM DESCRIPTION b.	QTY c.	UNIT PRICE d.	TOTAL COST e.
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0

8. TYPE OR ACTION *(Select one)*

a. PAYROLL DEDUCTION	b. CASH COLLECTION	c. GRAND TOTAL
		$0.00

9. CERTIFICATION OF RESPONSIBLE INDIVIDUAL

I certify that my signature hereon constitutes

a. An authorization to recover the amount of the indebtedness through payroll deduction, if payroll deduction is checked. If cash collection is checked, I am remitting debt in cash.

b. An affirmation that the articles are not now in my possession.

c. An agreement to turn-in to the appropriate supply officer all articles later recovered, it being understood that the U.S. Government retains title to the articles listed hereon.

d. RANK/ GRADE	e. NAME *(LAST, First, Middle Initial)* f. SOCIAL SECURITY NUMBER	g. CAUSE FOR CHARGE	h. SIGNATURE	i. AMOUNT

10. ORGANIZATION COMMANDER	11. DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER
The statements hereon are complete and correct. All damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735-5, Appendix B.	The amount entered in grand total has been (FAO) check the appropriate action below. a. Entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection. b. Remitted through cash collection.

a. DATE	b. SIGNATURE BLOCK/SIGNATURE	c. DATE	d. SIGNATURE BLOCK/SIGNATURE

DD FORM 362, JUL 93 *Previous edition may be used.* Reset

REPORT OF SURVEY

DEPARTMENT OF THE ARMY
REPORT OF SURVEY
For use of this form, see AR 735-5; the proponent agency is ODCSLOG

1. DATE PREPARED: 10 APRIL 2002
2. SURVEY NUMBER: 3160-02

3. TYPE OF PROPERTY: GSA ORGANIZATIONAL LEASED
4. ADDRESS OF ACCOUNTABLE OFFICER: COLUMBUS RECRUITING BATTALION 200 N. HIGH ST., COLUMBUS, OHIO 43215

5. ATOR (Accountable officer, or primary hand receipt holder): , COLUMBUS RCTG. BN.

6. NATIONAL STOCK NUMBER	7. ITEM DESCRIPTION	8. QTY	9. UNIT PRICE	10. TOTAL COST
2390-01-090-7739	AUTO SEDAN 1999 PLYMOUTH BREEZE TAG #G10-04419	1		6,903.07
	TOWING CHARGE			87.50
	TOTAL			6,990.57

11. DATE AND CIRCUMSTANCES
ON 25 March 2002, was traveling in his GOV #G10-04419 on I-70 near Troy, Ohio. tates, he was traveling at a rate of 60 mph. when he hit a patch of ice. This is when the GOV went out of control slid into a spin and impacted a concrete divider in the median of I-70. Damage was done to the GOV'S frame and rear end.

12. AFFIDAVIT
I do solemnly swear (or affirm) that (to the best of my knowledge and belief) the articles of public property shown above and/or on attached sheets were lost, destroyed, damaged, or worn out in the manner stated, while in the public service.

SIGNATURE AND DATE: Mark Jackson 10 Apr 2002
TYPED NAME, GRADE, AND SSN: Jackson, Mark GS6

13. Subscribed and sworn to (or affirmed) before me at this 15 day of APR 2002
NAME AND GRADE (Type and sign): PATRICK LAYERENZ, CPT, QM

14. DATE
15. NAME, GRADE, AND SIGNATURE OF ACCOUNTABLE OFFICER
16. DOCUMENT NUMBER

17. APPOINTING AUTHORITY
I have received the evidence pertaining to the lost, damaged, or destroyed property, and have determined that the following action is required.
a. ☐ No further investigation is required. There is no positive evidence of negligence. I do not suspect willful misconduct, or deliberate unauthorized use. I hereby forward this document to the approving authority for final action. (Proceed to block 37.)
b. ☒ The circumstances surrounding the lost, damaged or destroyed warrants further investigation. (Proceed to block 21.)
c. ☐ Conduct an investigation according to AR 15-6. Attach this document, as an exhibit, to the investigation and forward it to the approving authority.

18. DATE: 15 APRIL 2002
19. TYPED NAME, GRADE, AND TITLE OF APPOINTING AUTHORITY: THOMAS L. ARMBRUSTER MAJ, SC. ACTING CDR
20. SIGNATURE

DA FORM 4697, SEP 81 — DA FORM 4696(TEST), 1 JUL 78 and DA FORM 4697(TEST), 1 JUL 78 ARE OBSOLETE. — USAPPC V3.00

B. SPECIAL CONDITIONS

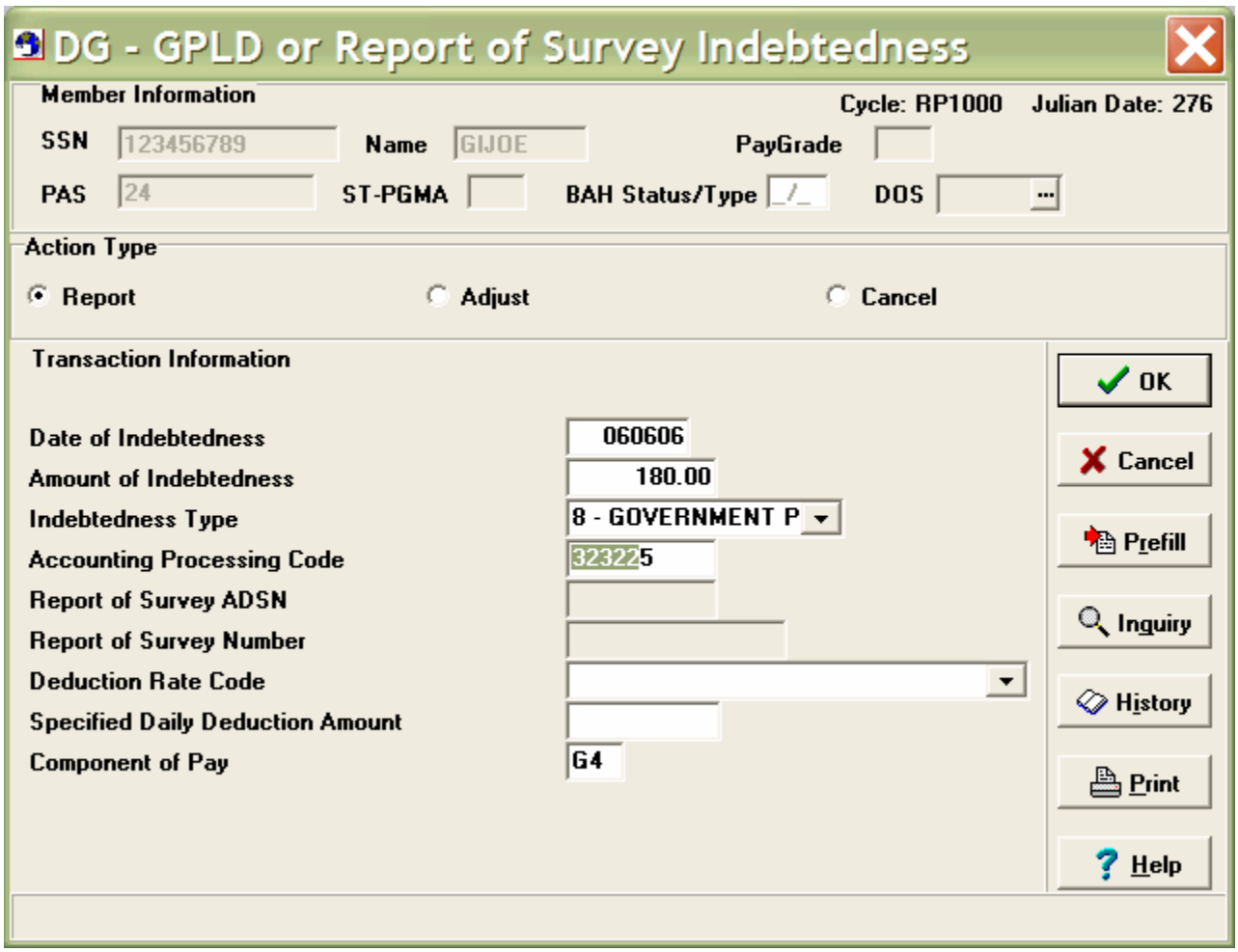
The DG transaction should not be used for GPLD charges involving assigned barracks or family housing because of the different funding appropriations credited in collection. This type of debt should be processed as a miscellaneous debt, DS entry. Refer to the DS section regarding the corresponding information for these collections.

C. PROCESSING TRANSACTIONS

The following transactions are available on the DG input screen and the transaction generation on the processed transaction screen:

1. **Report- DG03**
2. **Adjust- DG07**
3. **Cancel- DG09**

DG03- START INDEBTEDNESS GPLD



Help Screen for DG debts

DG03 - REPORT GLPD OR REPORT OF SURVEY DEBT

REPORT BUTTON
This transaction will establish Government Property Lost, Damaged or Destroyed (GPLD) or Report of Survey Indebtedness (ROS) on the member's account. The stop date will be system generated and not appear on the screen.

ADJUST BUTTON
This transaction will adjust the original DG03 Date of Indebtedness, Amount of Indebtedness and Accounting Processing Code. The stop date will be system generated and not appear on the screen. Use this button to change the Deduction Rate and Specified Deduction Amount after the original debt has been created.

CANCEL BUTTON
To cancel a transaction the Date of Indebtedness and Amount of Indebtedness must match the original DG03 transaction. The stop date will be system generated and not appear on the screen.

DATE OF INDEBTEDNESS Enter the date on statement of charge or Report of Survey in YYMMDD format.

AMOUNT OF INDEBTEDNESS
Enter the total amount to be collected. Must match the original debt amount. DMO will allow 4 characters before adding a decimal point and zero-filling the cents.

Examples: for a $20.00 amount, enter 20 or 20.00; for a $100 amount, enter 100 or 100.00; for a $1,570.25 amount, enter 1570.25.

INDEBTEDNESS TYPE
Make a selection from the Drop-down menu. Drop-down choices are:

8 = Government Property Lost or Damaged (GPLD)
9 = Report of Survey (ROS)

ACCOUNTING PROCESSING CODE (APC)
Air Force:
Obtain the APC from the Air Force Sub-table 09.
Army:
For GPLD, this field will be pre-filled with 323225.
For Report of Survey, enter the appropriate APC.
Navy:
Enter V23019.

Help Screen for DG debts (con't)

REPORT OF SURVEY ADSN
Air Force:
If the Indebtedness Type equals 8, this field will be pre-filled with blanks and dimmed out. If the Indebtedness Type equals 9, enter the numeric ADSN, right justified and zero-filled to the left.
Army and Navy:
If the Indebtedness Type equals 8, this field will be pre-filled with blanks and dimmed out. If the Indebtedness Type equals 9, this field will be pre-filled with zeros and dimmed out.
REPORT OF SURVEY NUMBER

DEDUCTION RATE CODE
Make a selection from the Drop-down menu. Drop-down choices are:
1 = Daily deduction repay
3 = All net pay collected
Blank = this selection will default in collecting 2/3 of net pay

NOTE: If a 1 or 3 is selected, the system will generate a DG07 transaction, in addition to a DG03, which will adjust the deduction schedule from the default (2/3 Net Pay)

SPECIFIED DAILY DEDUCTION AMOUNT
If the Deduction Rate Code = 1, enter the daily deduction amount. DMO will allow 4 characters before adding a decimal point and zero-filling the cents.
Examples: for a $20.00 deduction, enter 20 or 20.00; for a $100 deduction, enter 100 or 100.00; for a $1,570.25 deduction, enter 1570.25.
If the Deduction rate code is other than the code "1", leave this field blank.

COMPONENT OF PAY
Air Force:

Enter a valid Component of pay (COP) from the Air Force COP Table.
Army:
For GPLD, this field will be pre-filled with G4.
For Report of Survey, this field will be pre-filled with GA.

Navy:
Enter the appropriate code:
G4 = GPLD
GA = Report of Survey

D. EFFECTS ON THE MMPA

The DG entry appears on the ACCOUNTS RECEIVABLE INQUIRY on DJMS with the total amount of liability.

```
PRAC              JUMPS-RF A/R MASTER FILE INQUIRY
                          DEBT SUMMARY RECORD

     MEMBER'S SSN:222222222            MEMBER'S NAME: GIJOE

 SEQ NBR: 001                          DEBT TYPE:8(GPLD)/9(R OF S)
 FID: DG                               ORDER NUMBER:
 ORG DEBT AMT:     27.00               DEBT FISCAL YR: 06
 CURR DEBT BAL:     27.00              FITW WAGES:      0.00
 PCT DISP INC/DLY DED RTE:     0.00    FITW WAGES BAL:      0.00
 DEDUCT CD: 2                          ADJUST/EXT DT: 000000
 SUSP CD: 0                            VOUCHER DT: 060405
 COMP OF PAY:G8(GPLD)/GA (ROFS)        COLL ST/SUSP END DT: 060405
 OPEN/CLOSE CODE: 1                    ORIG VOUCHER DT: 060405
 ADJUST FLAG: 0                        REPORT ADSN: 4930000
 APC CD/COMP CD: 323225                ORIG TIN: 380
 DEBT STRT DT: 060322                  CZ-FLAG:
 DEBT STOP DT: 060322                  SOURCE ID: S
 DEBT CBPO: C8                         SUBMISSION DATE: 081
 CAL YR OVERPMT RECD : 0000            TAX FLAG:
```

PF 5 on the Accounts Receivable Screen located in DJMS will show how much and when any monies were collected on a debt.

```
MEMBER'S SSN:222222222         MEMBER'S NAME: GIJOE

 SEQUENCE NBR: 001
 FORMAT ID: DG
 VOUCHER DATE: 060405
 VOUCHER NBR: R0000053
 AMOUNT COLLECTED:     27.00
 COLLECTION TYPE: 0
 SUBMISSION DATE: 087
```

(remainder of this page is reserved for future use)

Chapter 14B

Overpayment of Pay & Allowances

Indebtedness - Money deducted from a members pay account to repay a debt owed usually to the U.S Government.

In accordance with the DoDFMR Vol. 7A Chapter 50, Paragraph 500104, Part 4, the maximum amount of involuntary collection from a member's pay is 2/3 of the disposable pay (per month). Disposable pay is computed by deducting the following from gross pay: FICA, FITW, SGLI, FSGLI, SSLI, SITW and Dependant Dental Plan (DDP). A Soldier/Service Member can voluntarily elect to pay/remit all of his Disposable Pay per pay period in order to reduce/repay their debt.

Indebtedness transactions differ from other transaction due to the ability to suspend the debt collection.

OVERPAYMENT OF PAY AND ALLOWANCES (DQ)

A. BACKGROUND

A DQ debt is an overpayment of pay and allowances. A DQ debt can be manually implemented or systematically generated by a retroactive entitlement stop.

As in/with all debt transactions, the DQ standard repayment schedule is two-thirds of member's disposable pay as noted in the beginning of the chapter.

The member may request an amended repayment schedule through their servicing finance office or submitting a waiver of indebtedness application through their servicing finance office to DFAS-DE. All waiver applications and determinations are handled through DFAS-DE.

B. SPECIAL CONDITIONS

Indebtedness for taxable entitlements: When a DQ debt is established for a taxable entitlement, the indebtedness amount is the gross amount of the entitlement. As the DQ debt collects, a systematic refund of FICA will occur. A wage reduction will occur as the debt collects, if the collection is for the same tax year.

The start and stop dates of non-entitlement can be inside, outside or overlap IAS.

Currently, DJMS-RC has a system edit of $9999.99 set as a ceiling amount allowed for each collection transaction. For instance, if you are collecting $25,000.00 for a period of non-entitlement, it would require two transactions for $9999.99 each and another for the balance of $5000.02.

C. PROCESSING

The following transactions are available on the DQ input screen and the transaction generation on the processed transaction screen:

1. **Report- DQ03**
2. **Adjust- DQ07**
3. **Cancel- DQ09**

DQ03

Help Screen DQ Transactions

REPORT PAY AND ALLOWANCE APPROPRIATION DEBT (DQ03)

DATE OVERPAYMENT STARTED
Must be valid date in YYMMDD format, must be the same or greater than overpayment start date. If making an Adjust or Cancel Debts date must match the original debt start date.

DATE OVERPAYMENT STOPPED
Stop Date must be in YYMMDD format and must be greater than overpayment start date. If making an Adjust or Cancel Debts date must match the original stop date.

NOTE: February 29 and February 30 are valid dates since various entitlements are paid on a 30-day basis.

INDEBTEDNESS AMOUNT
Must contain an amount. Must match the original debt amount if making an Adjustment or Cancellation of Debts, the money amount must match the original debt amount.
This field will accept 4 numeric characters before requiring a decimal point to precede the cents. If no decimal point is entered, the amount will be assumed to be whole dollars. Examples: for a $20.00 amount, enter 20 or 20. or 20.0 or 20.00; for $100 amount, enter 100 or 100. or 100.0 or 100.00; for $1279.60 amount, enter 1279.6 or 1279.60; for a $1570.25 amount, enter 1570.25.

INDEBTEDNESS TYPE
Must select the appropriate code:
1 – Pay and Allowances or Excess Leave
2 – Bonus Pay

ACCOUNTING PROCESSING CODE
Must enter the appropriate code.
Navy: Use Accounting Processing Code Reference User Manual
Army: Use Accounting Processing Code Reference Army ADSM Book 1
Air Force: Use Accounting Processing Code Reference APC Production Table or DFAS-DEM 7073-3.

CALENDAR YEAR OVERPAYMENT WAS RECEIVED
Must contain the year in YY format.

FITW WAGES
Enter the total amount of wages to be adjusted. The amount must be exact and cannot be greater than the indebtedness amount.

Help Screen DQ Transactions (con't)

COMPONENT OF PAY
Use the appropriate manuals.
Navy: Use End User Manuals
Army: Use ADSM Book 1, Appendix G
Air Force: Use COP Tables

DEDUCTION RATE CODE
Note: This field is not used for a Cancel Action Type.
Must select the appropriate code for a Report Action Type:
1 – Daily deduction repays
3 – All net pay collected
Blank – Will default to 2/3 of net pay
For field users, choose the appropriate code for an Adjust Action Type:
1 – Daily deduction repays
2 – 2/3 of net pay
3 – All net pay collected
For Central Site users, choose the appropriate code for an Adjust Action Type:

1 – Daily deduction repays
2 – 2/3 of net pay
3 – All net pay collected
Blank- if the Collection/Reduction/Deduction Code or the Suspense Reason contains data

SPECIFIED DEDUCTION AMOUNT
Enter the deduction amount. If the Deduction Rate Code = 1, enter the daily deduction amount.

COLLECTION/DEDUCTION/REDUCTION CODE
NOTE: Used by Central Site only.

Must select the appropriate code:

1 – Cash collection
5 – Waiver granted
6 – Remission (ANG and ARNG only)
8 – Out of service debts (NAF)
Blank

AMOUNT COLLECTION/REDUCTION
NOTE: Used by Central Site only.

If the Collection/Deduction/Reduction Code is NOT blank, enter the amount of collection or reduction.
If the Collection/Deduction/Reduction Code is Blank, do not enter an amount.

Help Screen DQ Transactions (con't)

NEW AMOUNT
NOTE: Used by Central Site only.
If the Indebtedness Type is '2' and the Deduction Rate and Suspension Reason are blank, enter an amount greater than zero. This amount cannot be equal to the current debt amount. Otherwise, leave blank.
For Army: leave this field blank.

SUSPENSE REASON
NOTE: Used by Central Site only.
Must select the appropriate code:

1 – Waiver Application
3 – Appear or Rebuttal
4 – To activate a collection for a previously suspended debt

If Indebtedness Type equals '1' or '2', the Deduction Rate Code or Collection/Deduction/Reduction Code contains a positive number, this field must be blank.

ORDER NUMBER
If the Deduction Rate Code, Collection/Deduction/Reduction Code or the Suspense Reason Code is NOT blank, then leave Order Number field blank. Otherwise, enter an Order Number.

(remainder of this page is reserved for future use)

Chapter 14C

Miscellaneous Debts

Indebtedness - Money deducted from a members pay account to repay a debt owed usually to the U.S Government.

In accordance with the DoDFMR Vol. 7A Chapter 50, Paragraph 500104, Part 4, the maximum amount of involuntary collection from a member's pay is 2/3 of the disposable pay (per month). Disposable pay is computed by deducting the following from gross pay: FICA, FITW, SGLI, FSGLI, SSLI, SITW and Dependant Dental Plan (DDP). A Soldier/Service Member can voluntarily elect to pay/remit all of his Disposable Pay per pay period in order to reduce/repay their debt.

Indebtedness transactions differ from other transaction due to the ability to suspend the debt collection.

MISCELLANEOUS DEBT (DS)

A. BACKGROUND

Miscellaneous debts are those that occur outside the realm of a member's pay and allowances. For example: unpaid hospital bills, repayment of a chapter 13 bankruptcy or non-payment of a Navy/Army Air Force Exchange credit account (NEXCARD/AAFES).

Miscellaneous debts (DS's) are usually posted by the members paying ADSN, NEXCARD (ADSN 3730) or AAFES (ADSN 3736).

B. SPECIAL CONDITIONS

A DS debt collects from a member's pay when the member receives pay. After end of month cutoff a check is issued to the company code. This process will continue until the full amount of the debt is collected and remitted to the company code. The company code the payment was issued to is responsible for repayments of over-collections. DFAS-IN will not address any indebtedness questions regarding AAFES and NEXCARD since these companies input the debts directly into DJMS-RC. The member must contact the company code listed in the indebtedness entry even if it is AAFES or NEXCARD. The AAFES/NEXCARD customer service number is 1-800-826-1317.

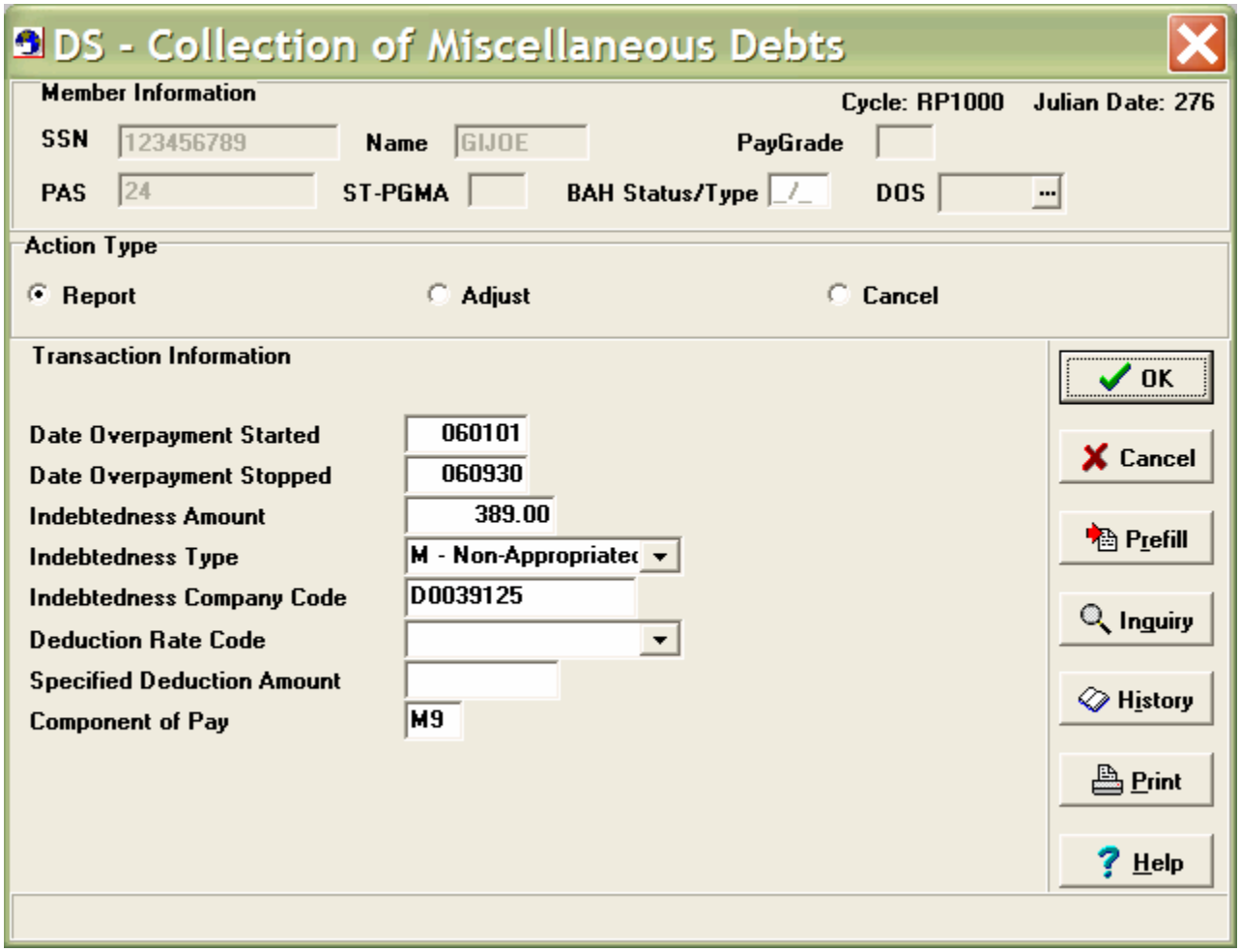
C. PROCESSING

The processing of miscellaneous indebtedness is similar to the processing of the other indebtedness. The main differences are the

use of a company code and an indebt type in the transactions. The following transactions are available on the DS input screen and the transaction generation on the processed transaction screen:

1. **Report- DS03**
2. **Adjust- DS07**
3. **Cancel- DS09**

DS for Miscellaneous Debts



Help Screen for DS debts

DS03 REPORT COLLECTION OF MISCELLANEOUS DEBTS

DATE OVERPAYMENT STARTED

Enter the date the overpayment started in YYMMDD format and cannot be greater than current date.

Help Screen for DS debts (con't)

DATE OVERPAYMENT STOPPED

Enter date the overpayment stopped in YYMMDD format. Must be the same or greater than overpayment date.

INDEBTEDNESS AMOUNT

Enter the amount of the member's debt. DMO will allow 4 characters before adding a decimal point and zero-filling the cents.

Examples: for a $20.00 amount, enter 20 or 20.00; for a $100 amount, enter 100 or 100.00; for a $1570.25 amount, enter 1570.25.

INDEBTEDNESS TYPE

Make a selection from the Drop-down list. Drop-down choices are:

Air Force

B = Bankruptcy
F = Base Exchange
I = Civilian Pay
M = Non Appropriated Funds (NAF), except Base Exchange/PX
N = Tax Levy
O = Retired Pay
S = Other agencies, Department of Defense (DOD)
T = Other agencies, Non Department of Defense (non-DOD)
Z = Garnishments

Army and Navy

F = Base Exchange
I = Civilian Pay
M = Non Appropriated Funds (NAF), except Base Exchange/PX
O = Retired Pay
S = Other agencies, Department of Defense (DOD)
T = Other agencies, Non Department of Defense (non-DOD)

INDEBTEDNESS COMPANY CODE

Enter the Company Code or make a selection from the Dialogue Box. This is an eight-position field. Making a selection from the Dialogue Box only fills seven positions; insert an additional zero after the "D" if necessary. The 'D' in the first position is required.

DEDUCTION RATE CODE

May be blank or make a selection from the Drop-down list. Drop-down choices are:

1 = Daily deduction repay
3 = All net pay collected
4 = Percentage of net pay

Help Screen for DS debts (con't)

Blank = This selection will default to collecting 2/3 of Net Pay. If a 1 or 3 was selected above, the system will generate a DS07 TIN, in addition to the DS03 TIN, to adjust the deduction schedule from the default (2/3 Net Pay).

SPECIFIED DEDUCTION AMOUNT

If Deduction Rate Code equals 1, enter daily deduction amount. DMO will allow 4 characters before adding a decimal point and zero-filling the cents.

If Deduction Rate Code equals 4, enter the percentage of pay. Must be from 1 through 100. If Deduction Rate Code equals 2 or 3, leave this field blank.

Examples: for a $20.00 amount, enter 20 or 20.00; for a $100 amount, enter 100 or 100.00; for a $1570.25 amount, enter 1570.25.

COMPONENT OF PAY

Air Force

M4 = Bankruptcy
M8 = Base Exchange
ME = Civilian Pay
M7 = Non Appropriated Funds (except Base Exchange)
M3 = Tax Levy
MF = Retired Pay
M9 = Other Agencies (DOD)
MA = Other Agencies (Non-DOD)
M1, M2, or MD = Garnishments

Army

See Component of Pay Table in the Army ADSN Book 1, Appendix G. **(For this manual we have added the components of Pay for the DS for Army)**

Army

M7 = Non Appropriated Funds (except Base Exchange)
M8 = Base Exchange
M9 = Other Agencies (DOD)
MA = Other Agencies (Non-DOD)
MB = Check dishonored (can be either DS or DR)

Help Screen for DS debts (con't)

Navy:

M8 = Base Exchange
ME = Civilian Pay
M7 = Non Appropriated Funds (except Base Exchange)
MF = Retired Pay
M9 = Other Agencies (DOD)
MA = Other Agencies (Non-DOD)

(end of Chapter 14C)

Chapter 14D

Advance Pay, SGLI, & FSGLI

Indebtedness - Money deducted from a members pay account to repay a debt owed usually to the U.S Government.

In accordance with the DoDFMR Vol. 7A Chapter 50, Paragraph 500104, Part 4, the maximum amount of involuntary collection from a member's pay is 2/3 of the disposable pay (per month). Disposable pay is computed by deducting the following from gross pay: FICA, FITW, SGLI, FSGLI, SSLI, SITW and Dependant Dental Plan (DDP). A Soldier/Service Member can voluntarily elect to pay/remit all of his Disposable Pay per pay period in order to reduce/repay their debt.

Indebtedness transactions differ from other transaction due to the ability to suspend the debt collection.

ADVANCE PAYMENTS, SGLI and FSGLI Debts (DV)

A. BACKGROUND

Advance/Casual Pay- A Reservist/National Guard member's advanced pay can be input as an advance pay but is usually collected a casual pay. The advance/casual pay is established as a DV and will collect from the next payment due to the member. The debt is usually not prorated.

SGLI and FSGLI- A debt will systematically generate for SGLI and FSGLI depending on the option on the MMPA. If a manual debt is needed the debts are established as a DV.

B. PROCESSING TRANSACTIONS

Advance/Casual pay - Many of the advance pays are paid through the 24 hour EFT system (DJMS, module JPBB/JPBX). Both DFAS-IN and most field activities have access to this system. The JPBB module is used to input the payment and JPBX module is used to certify the payment. When a payment is made through JMPX/JMPB system it will automatically generate a DV03 transaction. If the field pays member with a paper check they must submit the DV03 transaction.

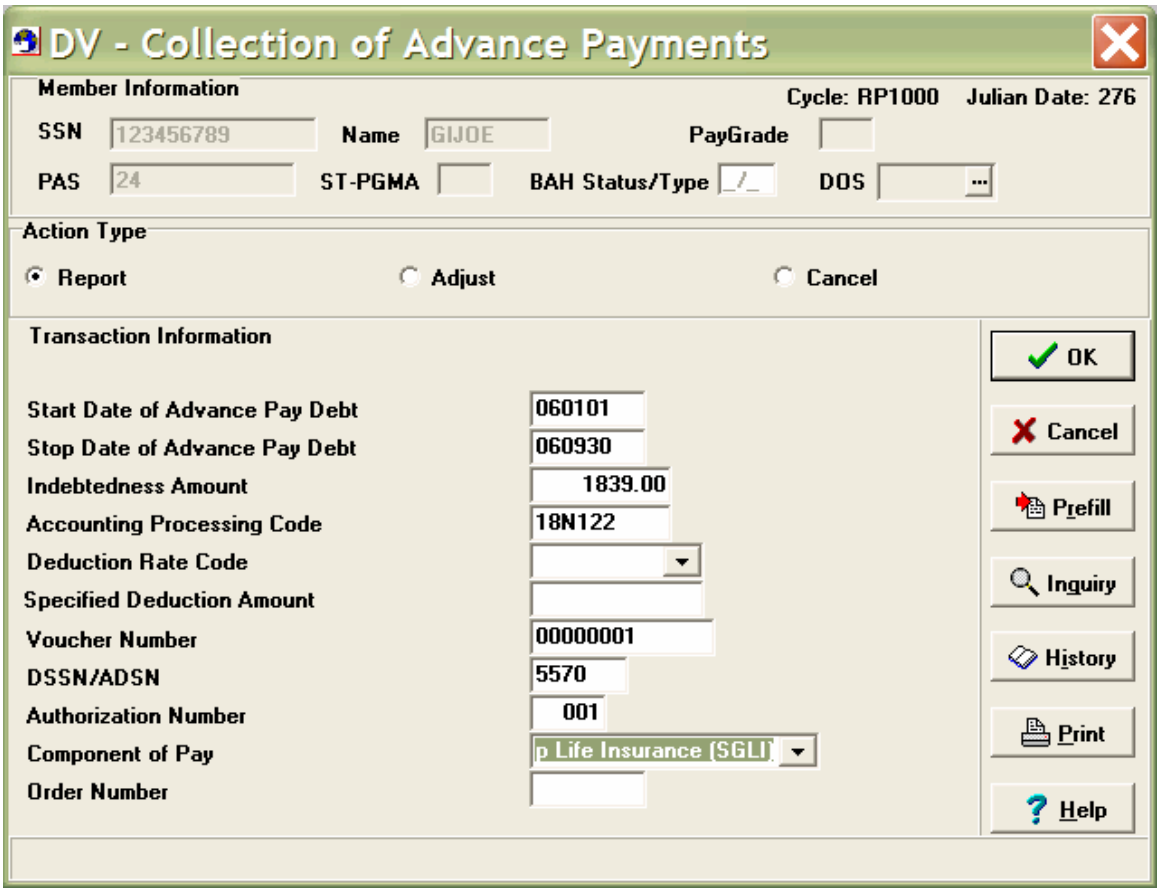
The following transactions are available on the DV input screen and the transaction generation on the processed transaction screen:

1. **Report- DV03**

2. **Adjust- DV07**

3. **Cancel- DV09**

Sample Advance Pay DV input



Help Screen for DV debts

DV03 REPORT COLLECTION OF ADVANCE PAYMENTS

START DATE OF ADVANCE PAY DEBT

Enter the effective date the debt occurred in YYMMDD format. Date cannot be greater than current date. NOTE: February 29 and 30 are valid dates since various entitlements are paid on a 30-day per month basis.

STOP DATE OF ADVANCE PAY DEBT

Enter the stop date of the advance payment in YYMMDD format. Date must be equal to or prior to the current and equal to or greater than the date in the Start Date of Advance Payment field.

INDEBTEDNESS AMOUNT

Enter the exact amount to be collected. DMO will allow 4 characters before adding a decimal point and zero-filling the cents. Examples: for a $20.00 amount, enter 20 or 20.00; for a $100 amount, enter 100 or 100.00; for a $1570.25 amount, enter 1570.25.

Help Screen for DV debts (con't)

ACCOUNTING PROCESSING CODE (APC)

Air Force

Enter the Accounting Processing code from the APC Production Table or DFAS-DEM 7073-3, Chapter 6.

Army

32R098 = SGLI for United States Army Reserve
18N122 for Army National Guard

Navy

Enter the appropriate code listed or enter another APC from the Reference User Manual:

A71730 = ROTC Training Pay (Scholarship)
A71740 = ROTC Training Pay (Non-scholarship)
NZ1SGL = SGLI (HPIP)
NZ2SGL = SGLI (ROTC)
NZ3SGL = SGLI (STAHP/RESERVES)
NZ3SGD = Remove SGLI Debt
NZ4SGD = Remove Family SGLI Debt
V71500 = CAT A Officer Pay and Allowances
V71600 = CAT A Enlisted Pay and Allowances
V71530 = CAT B IMA Officer Pay and Allowances
V71630 = CAT B IMA Enlisted Pay and Allowances
V71510 = AT Officer (Reimb) Pay and Allowances
V71641 = AT Enlisted (Reimb) Pay and Allowances
V71650 = SAM - 3 Enlisted Pay and Allowances
V71610 = SAM - 2 Enlisted Pay and Allowances
V71520 = VTU CAT H Officer Pay and Allowances
V71620 = VYU CAT H Enlisted Pay and Allowances
V71872 = IRR Muster - Officer Pay and Allowances
V71873 = IRR Muster - Enlisted Pay and Allowances
V71570 = ADT Special Officer Pay and Allowances
V71590 = ADT Airlift Officer Pay and Allowances
V71670 = ADT Special Enlisted Pay and Allowances
V71690 = ADT Airlift Enlisted Pay and Allowances
V71560 = ADT Schools Officer Pay and Allowances
V71660 = ADT Schools Enlisted Pay and Allowances
V71580 = ADT Officer (Reimb) Pay and Allowances
V71680 = ADT Enlisted (Reimb) Pay and Allowances
V71128 = Pay and Allowance (MPN)
V71148 = Pay and Allowance (MPN)
V71T28 = Pay and Allowance (RPN)
V71E48 = Pay and Allowance (RPN)
X71770 = HPSP Training
Y71792 = FAP Training

Help Screen for DV debts (con't)

DEDUCTION RATE CODE

May be blank or make a selection from the Drop-down list. Drop-down choices are:

1 = Daily Deduction Repay

3 = All Net Pay Collected

Blank = This selection will default to collecting 2/3 of Net Pay.

NOTE: If 1 or 3 are selected, the system will generate a DV07 TIN, in addition to the DV03 TIN, to adjust the deduction schedule from the default (2/3 Net Pay).

SPECIFIED DEDUCTION AMOUNT

If the Deduction Rate Code equals 1, enter the daily Deduction Amount. DMO will allow 4 characters before adding a decimal point and zero-filling the cents.

Examples: for a $20 deduction, enter 20 or 20.00; for a $100 deduction, enter 100 or 100.00; for a $1,570.25 deduction, enter 1570.25.

If Deduction Rate Code equals other than 1, leave this field blank.

VOUCHER NUMBER

Air Force and Navy

Number from voucher payment made on.

Army

For SGLI enter 00000001.

For Advance Pay enter the voucher number.

DSSN / ADSN

Air Force

Enter the ADSN of the Paying Office.

Army

For Servicemen's Group Life Insurance (SGLI) enter 5570.

For Advance Pay enter the DSSN of the Paying Office.

Navy

Enter the DSSN of the Paying Office.

For Reserve Officer Training Corps (ROTC) enter 8522.

AUTHORIZATION NUMBER

Air Force

Enter the last three digits of the payment authorization number (001-999).

Army and Navy

001 = SGLI

001-999 = Advance pay

Help Screen for DV debts (con't)

COMPONENT OF PAY

Air Force

A3 = Advance Pay
N4 = Administrative and Interest fees
Z5 = Service members Group Life Insurance (SGLI)
ZF = Family SGLI

Army

Z5 = Servicemen's Group Life Insurance (SGLI)
ZF = Family SGLI
A3 = Advance Pay
N4 = Administrative and Interest fees

Navy

AT = For Reserve Officer Training Corps (ROTC) Advance Pay
A3 = For Advance Pay
ZA = For Part-Time SGLI
Z5 = For Full-Time SGLI
ZF = Family SGLI
N4 = Administrative and Interest fees

ORDER NUMBER

Air Force

Enter the order number, if available, otherwise leave blank. Must be alphanumeric and left justified.

Army

Must be alpha/numeric or blank. Enter the appropriate code:
000000 = Reserve Officer Training Corps (ROTC)
Health Professions Incentive Program (HPIP) for SGLI leave blank.
Health Professions Incentive Program (HPIP) Advance pay enter the last digit of the fiscal year in which the training started and the last five digits of the standard document number.

Navy

Enter 000000 for Reserve Officer Training Corps (ROTC) .For Selective Reserve (SELRES) or Health Professions Incentive Program (HPIP), enter the last position of fiscal year in which pay status started, plus the last five positions of the Standard Document Number (SDN).

(remainder of this page is reserved for future use)

Chapter 14E

Casual & Partial Pay Collection

Indebtedness - Money deducted from a members pay account to repay a debt owed usually to the U.S Government.

In accordance with the DoDFMR Vol. 7A Chapter 50, Paragraph 500104, Part 4, the maximum amount of involuntary collection from a member's pay is 2/3 of the disposable pay (per month). Disposable pay is computed by deducting the following from gross pay: FICA, FITW, SGLI, FSGLI, SSLI, SITW and Dependant Dental Plan (DDP). A Soldier/Service Member can voluntarily elect to pay/remit all of his Disposable Pay per pay period in order to reduce/repay their debt.

Indebtedness transactions differ from other transaction due to the ability to suspend the debt collection.

CASUAL AND PARTIAL PAYMENTS (DW)

The DW entry is to collect funds for a partial or casual payment.

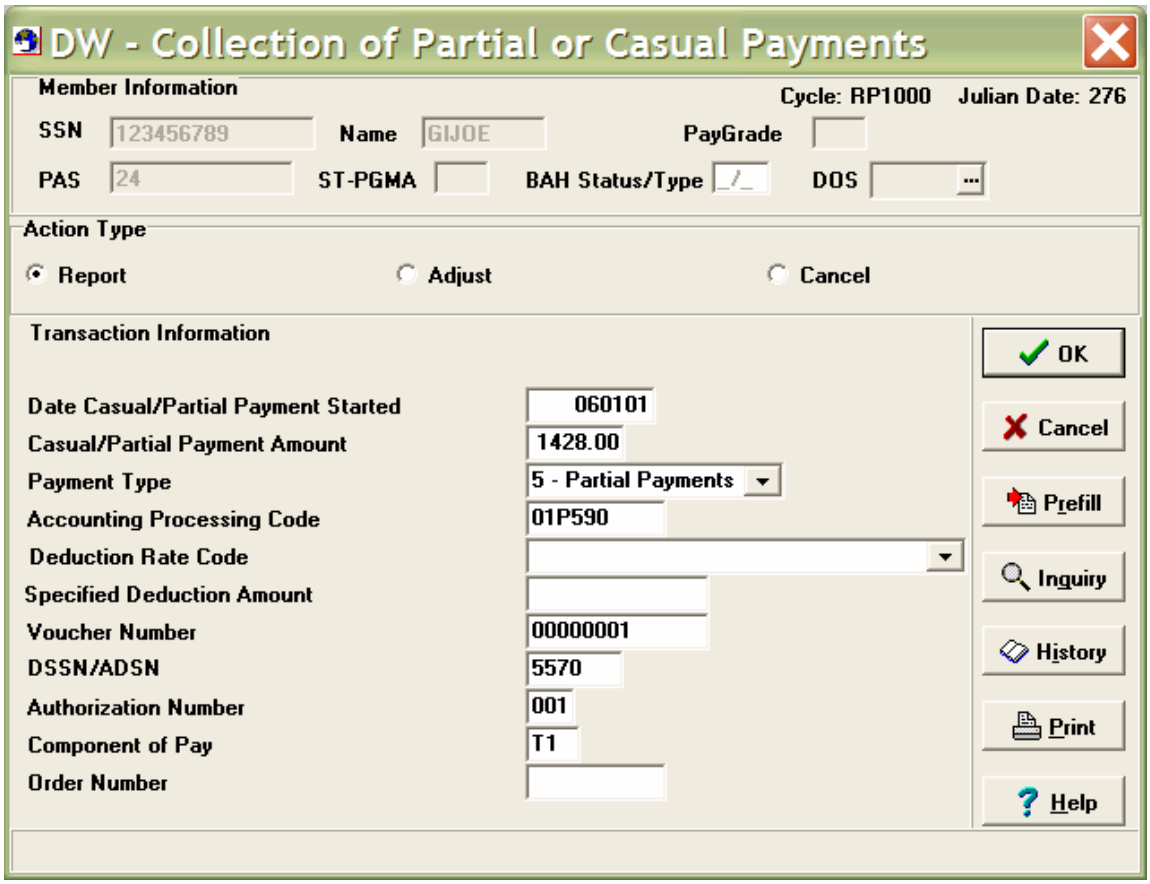
The following transactions are available on the DW input screen and the transaction generation on the processed transaction screen:

1. **Report- DW03**
2. **Adjust- DW07**
3. **Cancel- DW09**

A. Processing Transactions

(see screen below)

Sample of DW Debt



Help Screen for DW debts

DW03 REPORT COLLECTION OF PARTIAL OR CASUAL PAYMENTS

REPORT BUTTON

Selection of this button will establish a collection on the member's account. The stop date will be system generated and not appear on the screen.

ADJUST BUTTON

Selection of this button will adjust the Date, Amount and Accounting Processing Code. These fields must match the original DW03. The stop date will be system generated and not appear on the screen.

CANCEL BUTTON

Selection of this button will cancel the Date, Amount and Accounting Processing Code. These fields must match the original DW03. The stop date will be system generated and not appear on the screen.

Help Screen for DW debts (con't)

DATE OF CASUAL / PARTIAL PAYMENT
Enter the effective date the debt occurred in YYMMDD format. The date cannot be greater than current date.

CASUAL / PARTIAL PAYMENT AMOUNT
Enter the exact amount of collection. DMO will allow 4 characters before adding a decimal point and zero-filling the cents. Examples: for a $20.00 amount, enter 20 or 20.00; for a $100 amount, enter 100 or 100.00; for a $1570.25 amount, enter 1570.25.

PAYMENT TYPE
Enter the appropriate code:
5 = Partial payment
7 = Casual payment

ACCOUNTING PROCESSING CODE (APC)

Air Force: Accounting processing code from the orders.

Army: Use the Accounting Processing Code from Table 40 for the pay status.

Navy: Enter one of the following:
A71730 = ROTC Training Pay (Scholarship)
A71740 = ROTC Training Pay (Nonscholarship)

CANCEL BUTTON
Selection of this button will cancel the Date, Amount and Accounting Processing Code. These fields must match the original DW03. The stop date will be system generated and not appear on the screen.

DATE OF CASUAL / PARTIAL PAYMENT
Enter the effective date the debt occurred in YYMMDD format. The date cannot be greater than current date. NOTE: February 29th and 30th are valid dates.

CASUAL / PARTIAL PAYMENT AMOUNT
Enter the exact amount of collection. DMO will allow 4 characters before adding a decimal point and zero-filling the cents. Examples: for a $20.00 amount, enter 20 or 20.00; for a $100 amount, enter 100 or 100.00; for a $1570.25 amount, enter 1570.25.

PAYMENT TYPE
Enter the appropriate code:
5 = Partial payment
7 = Casual payment

Help Screen for DW debts (con't)

ACCOUNTING PROCESSING CODE (APC)

Air Force: Accounting processing code from the orders.

Army: Use the Accounting Processing Code from Table 40 for the pay status.

Navy: Enter one of the following:
A71730 = ROTC Training Pay (Scholarship)
A71740 = ROTC Training Pay (Nonscholarship)
V71500 = CAT A Officer Pay and Allowances
V71600 = CAT A Enlisted Pay and Allowances
V71530 = CAT B IMA Officer Pay and Allowances
V71630 = CAT B IMA Enlisted Pay and Allowances
V71510 = AT Officer (Reimb) Pay and Allowances
V71641 = AT Enlisted (Reimb) Pay and Allowances
V71650 = SAM - 3 Enlisted Pay and Allowances
V71610 = SAM - 2 Enlisted Pay and Allowances
V71520 = VTU CAT H Officer Pay and Allowances
V71620 = VYU CAT H Enlisted Pay and Allowances
V71872 = IRR Muster - Officer Pay and Allowances
V71873 = IRR Muster - Enlisted Pay and Allowances
V71570 = ADT Special Officer Pay and Allowances
V71590 = ADT Airlift Officer Pay and Allowances
V71670 = ADT Special Enlisted Pay and Allowances
V71690 = ADT Airlift Enlisted Pay and Allowances
V71560 = ADT Schools Officer Pay and Allowances
V71660 = ADT Schools Enlisted Pay and Allowances
V71580 = ADT Officer (Reimb) Pay and Allowances
V71680 = ADT Enlisted (Reimb) Pay and Allowances
V71128 = Pay and Allowance (MPN)
V71148 = Pay and Allowance (MPN)
V71T28 = Pay and Allowance (RPN)
V71E48 = Pay and Allowance (RPN)
X71770 = HPSP Training
Y71792 = FAP Training

DEDUCTION RATE CODE
Enter the appropriate code:
1 = Daily Deduction Repay
3 = All Net Pay Collected
Blank = This selection will default to collecting 2/3 of Net Pay.

NOTE: If 1 or 3 was selected , the system will generate a DW07 TIN, in addition to the DW03 TIN, to adjust the deduction schedule from the default (2/3 Net Pay).

Help Screen for DW debts (con't)

SPECIFED DEDUCTION AMOUNT

If the Deduction Rate Code equals 1, enter the daily Deduction Amount. DMO will allow 4 characters before adding a decimal point and zero-filling the cents. Examples: for a $20 deduction, enter 20 or 20.00; for a $100 deduction, enter 100 or 100.00; for a $1,570.25 deduction, enter 1570.25.

If Deduction Rate Code equals other than 1, leave this field blank.

VOUCHER NUMBER

Enter the voucher number of the payment. Zero-fill to the left, if less than 8 characters. Do not leave blank.

DSSN / ADSN

Enter the DSSN / ADSN of the Finance Office that made the payment. Cannot be blank. Zero fill to the left.

AUTHORIZATION NUMBER

Air Force: Enter the last three digits of payment authorization number.

Army: Enter a three digit control number (001-999). Do not leave blank. All numbers must be used in sequence if the payment authorization is canceled and the control number is not reused.

Navy: Enter 001

COMPONENT OF PAY

Enter A6 = Partial pay

ORDER NUMBER

Air Force: Enter the order number if available, otherwise leave blank. Must be alphanumeric and left justified.

Army: Must be alpha/numeric or blank. Enter the appropriate code:
000000 = Reserve Officer Training Corps (ROTC)
Health Professions Incentive Program (HPIP) for SGLI leave blank.
Health Professions Incentive Program (HPIP) Advance pay enter the last digit of the fiscal year in which the training started and the last five digits of the Standard Document Number (SDN).

Navy: Enter 000000 Reserve Officer Training Corps (ROTC) .For Selective Reserve (SELRES) or Health Professions Incentive Program (HPIP), enter the last position of fiscal year in which pay status started, plus last five positions of the Standard Document Number (SDN).

(end of chapter 14E)

Chapter 14F

Monetary Punishment

Indebtedness - Money deducted from a members pay account to repay a debt owed usually to the U.S Government.

In accordance with the DoDFMR Vol. 7A Chapter 50, Paragraph 500104, Part 4, the maximum amount of involuntary collection from a member's pay is 2/3 of the disposable pay (per month). Disposable pay is computed by deducting the following from gross pay: FICA, FITW, SGLI, FSGLI, SSLI, SITW and Dependant Dental Plan (DDP). A Soldier/Service Member can voluntarily elect to pay/remit all of his Disposable Pay per pay period in order to reduce/repay their debt.

Indebtedness transactions differ from other transaction due to the ability to suspend the debt collection.

MONETARY PUNISHMENT (DQ)

A. BACKGROUND

There are various sentences associated with courts-martial and non-judicial punishment that affect a member's pay and allowances differently. The DoDFMR, Volume 7A, chapters 48 and 49, describe the effects in detail.

A sentence to partial forfeiture of pay deprives a member of the amount of pay stated in the sentence. The sentence applies for the number of months or days expressly stated. When a sentence includes forfeitures in addition to confinement, not suspended, the forfeitures will apply to pay (allowances, in total forfeitures are adjudged) becoming due on and after the date the sentence is approved by the convening authority, unless the convening authority defers application of the forfeitures pending completion of further appellate review.

When a sentence includes forfeiture and suspended confinement, or includes forfeitures without confinement, the forfeiture will apply to pay (and allowances, if total forfeitures are adjudged) becoming due on and after the date the sentence is ordered and executed.

Non-judicial punishment: Under authority of Article 15, UCMJ (10 USC 815), authorized commanders may impose non-judicial punishment for minor offenses without resorting to courts-marital. Non-judicial punishments, which affect pay, are forfeiture of pay, reduction in grade or combinations of these.

The following transactions are available on the DF input screen and the transaction generation on the processed transaction screen:

1. **Report- DQ03**
2. **Adjust- DQ07**
3. **Cancel- DQ09**

Note: Forfeitures collections are restricted to Central Site input.

Sample of DQ Debt Screen

Help Screen for DQ Debts

REPORT PAY AND ALLOWANCE APPROPRIATION DEBT (DQ03)

DATE OVERPAYMENT STARTED

Must be valid date in YYMMDD format, must be the same or greater than overpayment start date. If making an Adjust or Cancel Debts date must match the original stopped date.

Help Screen for DQ Debts (con't)

DATE OVERPAYMENT STOPPED

Stop Date must be in YYMMDD format and must be greater than overpayment start date. If making an Adjust or Cancel Debts date must match the original stopped date.

NOTE: February 29 and February 30 are valid dates since various entitlements are paid on a 30-day basis.

INDEBTEDNESS AMOUNT

Must contain an amount. Must match the original debt amount if making an Adjust or Cancel Debts, the money amount must match the original debt amount.

This field will accept 4 numeric characters before requiring a decimal point to precede the cents. If no decimal point is entered, the amount will be assumed to be whole dollars. Examples: for a $20.00 amount, enter 20 or 20. Or 20.0 or 20.00; for $100 amount, enter 100 or 100. Or 100.0 or 100.00; for $1279.60 amount, enter 1279.6 or 1279.60; for a $1570.25 amount, enter 1570.25. Use the APC the member was being paid from at the time the offense occurred. If the member was not on duty (i.e. a civil crime), contact the appropriate support center for the accounting data.

INDEBTEDNESS TYPE

Must select the appropriate code:

1 – Pay and Allowances or Excess Leave

ACCOUNTING PROCESSING CODE

Must enter the appropriate code.

Navy: Use Accounting Processing Code Reference User Manual
Army: Use Accounting Processing Code Reference Army ADSM Book 1
Air Force: Use Accounting Processing Code Reference APC Production Table or DFAS-DEM 7073-3.

CALENDAR YEAR OVERPAYMENT WAS RECEIVED

Must contain the year in YY format.

FITW WAGES

Enter the total amount of wages to be adjusted. The amount must be exact and must equal the indebtedness amount.

COMPONENT OF PAY

Use the appropriate manuals.

Navy: Use End User Manuals
Army: Use COP A1
Air Force: Use COP Tables

Help Screen for DQ Debts (con't)

DEDUCTION RATE CODE
Note: This field is not used for a Cancel Action Type.
Must select the appropriate code for a Report Action Type:
1 – Daily deduction repays

For Central Site users, choose the appropriate code for an Adjust Action Type:
1 – Daily deduction repays

SPECIFIED DEDUCTION AMOUNT
Enter the deduction amount. If the Deduction Rate Code = 1, enter the daily deduction amount.

COLLECTION/DEDUCTION/REDUCTION CODE
Must select the appropriate code:

1 – Cash collection
5 – Waiver granted
6 – Remission (ANG and ARNG only)
8 – Out of service debts (NAF)
Blank

AMOUNT COLLECTION/REDUCTION

NOTE: Used by Central Site only.

If the Collection/Deduction/Reduction Code is NOT blank, enter the amount of collection or reduction.

If the Collection/Deduction/Reduction Code is Blank, do not enter an amount.

NEW AMOUNT

NOTE: Used by Central Site only.
If the Indebtedness Type is '2' and the Deduction Rate and Suspension Reason are blank, enter an amount greater than zero. This amount cannot be equal to the current debt amount. Otherwise, leave blank.

For Army: leave this field blank.

Help Screen for DQ Debts (con't)

SUSPENSE REASON

NOTE: Used by Central Site only.
Must select the appropriate code:

1 – Waiver Application
3 – Appear or Rebuttal
4 – To activate a collection for a previously suspended debt
If Indebtedness Type equals '1' or '2', the Deduction Rate Code or Collection/Deduction/Reduction Code contains a positive number, this field must be blank.

ORDER NUMBER
If the Deduction Rate Code, Collection/Deduction/Reduction Code or the Suspense Reason Code is NOT blank, then leave Order Number field blank. Otherwise, enter an Order Number.

(remainder of this page is reserved for future use)

CHAPTER 14G

NON-PERFORMANCE

Indebtedness **- Money deducted from a members pay account to repay a debt owed usually to the U.S Government.**

In accordance with the DoDFMR Vol. 7A Chapter 50, Paragraph 500104, Part 4, the maximum amount of involuntary collection from a member's pay is 2/3 of the disposable pay (per month). Disposable pay is computed by deducting the following from gross pay: FICA, FITW, SGLI, FSGLI, SSLI, SITW and Dependant Dental Plan (DDP). A Soldier/Service Member can voluntarily elect to pay/remit all of his Disposable Pay per pay period in order to reduce/repay their debt.

Indebtedness transactions differ from other transaction due to the ability to suspend the debt collection.

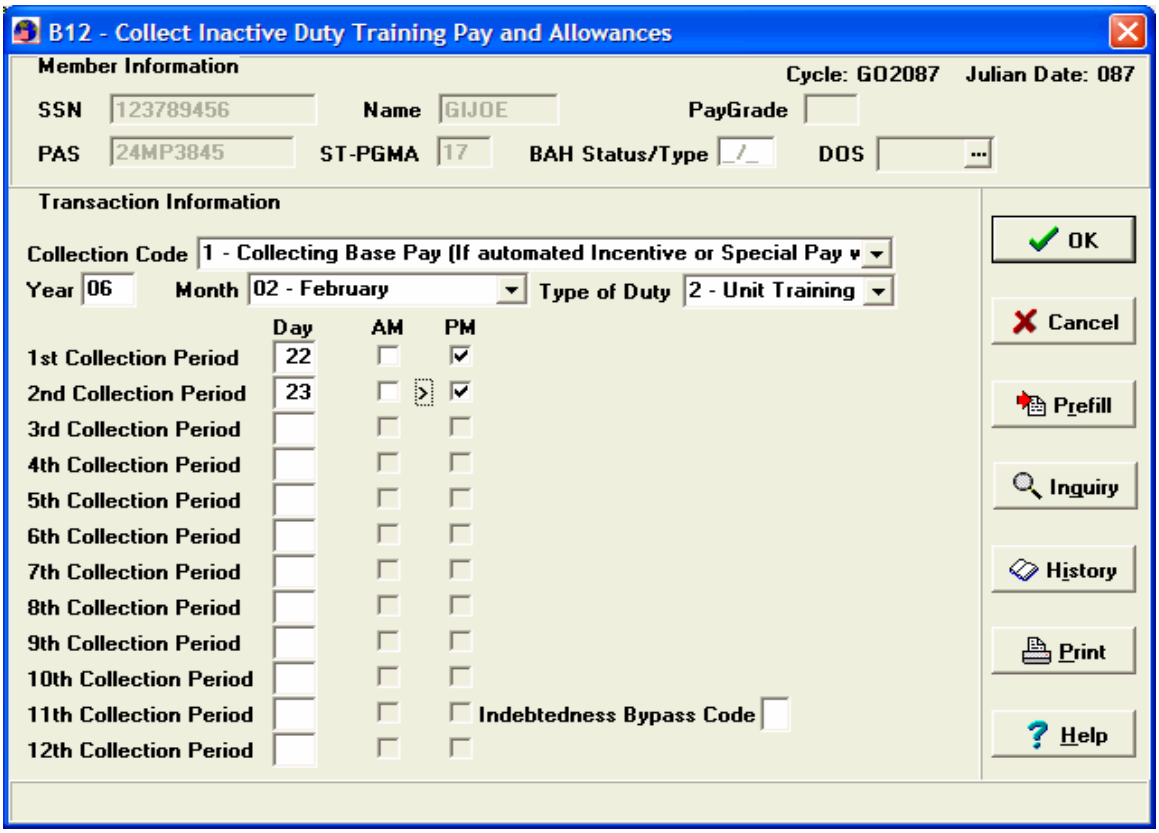
Non-Performance Debts B12, B03, C03, A24, D01, D02

A. **BACKGROUND**

A Non-Performance period is when a Service member fails to perform duty, is paid erroneously, or the tour/orders are changed/canceled.

B12 transactions will remove/cancel dates and monies received for drills/UTA's. A B03 will collect Bonus monies erroneously paid to a service member in error or for any time period that a service member did not fulfill his obligatory term of service. A C03/A24 will remove/cancel dates and monies received for active duty periods. D01/D02 transactions are used to collect manual payments. Examples of B12, B03-2, and C03 inputs with their help screens follow. An example of a D02 transaction is identified/shown in the returned/checks section of this module.

SAMPLE OF B12 TRANSACTION



HELP SCREEN FOR B12 TRANSACTION

B12 COLLECT INACTIVE DUTY TRAINING PAY AND ALLOWANCES

COLLECTION CODE

Make a selection from the Drop-down menu.

Air Force: Enter the appropriate code:

1 = if collecting Base pay.

NOTE: If automated incentive or special pay was paid with the drill (s), it will collect also. If collecting an AFTP (duty type 3) must collect base pay and incentive pay.

2 = if collecting Incentive Pay only

3 = if collecting points only. Must be "3" if Type Duty = P.

4 = if collecting Diving Duty Pay (DDP)

5 = if collecting Foreign Language Proficiency Pay (FLPP)

6 = if collecting Special Duty Assignment Pay (SDAP)

8 = if collecting Funeral Honors Duty Allowance (FHDA) or Base Pay

HELP SCREEN FOR B12 TRANSACTION (con't)

Army:

Enter the appropriate code:

1 = if collecting Base pay.

NOTE: If automated incentive or special pay was paid with the drill (s), it will collect also.

2 = if collecting Incentive Pay only

4 = if collecting Diving Duty Pay

5 = if collecting Foreign Language Proficiency Pay

8 = if collecting Funeral Honors Duty Allowance or Base Pay

Navy:

Enter the appropriate code:

1 = if collecting Base pay.

NOTE: If automated incentive or special pay was paid with the drill (s), it will collect also.

2 = if collecting Incentive Pay only

3 = if collecting points only

4 = if collecting Diving Duty Pay

5 = if collecting Foreign Language Proficiency Pay

8 = if collecting Funeral Honors Duty Allowance or Base Pay

YEAR

Enter the calendar year the performance being collected.

MONTH

Make a selection from the Drop-down menu. Drop-down choices are:

01 = January 02 = February 03 = March 04 = April 05 = May

06 = June 07 = July 08 = August 09 = September 10 = October

11 = November 12 = December

TYPE DUTY

Make a selection from the drop-down menu.

Air Force:

Enter the appropriate code:

2 = Unit Training Assembly (UTA)/ Multiple Unit Training Assembly (MUTA)/ Rescheduled Training (RST) adjustment

3 = Additional Flying Training periods (AFTP) adjustment

4 = Readiness Management Period (RMP)

8 = Funeral Honors Duty Allowance/Base Pay

A = Additional Training Assembly (ATA) adjustment

HELP SCREEN FOR B12 TRANSACTION (con't)

B = Jump Proficiency Training (JPT) adjustment
C = Additional Airborne Unit Training Assembly (AAUTA) adjustment
D = Additional Assembly for Nuclear Training (AANT) adjustment
E = Readiness Management Assembly (RMA)
F = other supplemental Inactive Duty Training (IDT) training adjustment, Army National Guard (ARNG use only)

Army:
Enter the appropriate code:
2 = Unit Training Assembly (UTA)/ Multiple Unite Training Assembly (MUTA)/ Rescheduled Training (RST) adjustment
3 = Additional Flying Training periods (AFTP) adjustment
8 = Funeral Honors Duty Allowance/Base Pay
A = Additional Training Assembly (ATA) adjustment
B = Jump Proficiency Training (JPT) adjustment
C = Additional Airborne Unit Training Assembly (AAUTA) adjustment
D = Additional Assembly for Nuclear Training (AANT) adjustment
E = Readiness Management Assembly (RMA)
F = other supplemental Inactive Duty Training (IDT) training adjustment, Army National Guard (ARNG use only)
G = MCOFT adjustment, Army National Guard (ARNG adjustment)
H = Readiness Management Assembly (RMA) Management support adjustment
K = Equivalent Training adjustment
P = Points only, Non-pay Inactive Duty
X = Points only

Navy:
Enter the appropriate code:
2 = Duty type 11, Regular Pay, limit 48
3 = Duty type 31, Pay Additional Flying Training periods (AFTP),limit 48
8 = Funeral Honors Duty Allowance/Base Pay
A = Duty type 41, Pay ATP, limit 12
H = Duty type 91, Pay RMP, limit 24
K = Duty type 21, Pay Equivalent Training, limit 4
P = Points only, Non-pay Inactive Duty
X = Points only

1st through 12th COLLECTION PERIODS

For each applicable collection period, first enter the day of the month that the collection period occurred, and second, indicate whether the period was an AM or PM collection period. The collection periods listed must be for the month indicated and they must be listed in chronological order as appropriate.

HELP SCREEN FOR B12 TRANSACTION (con't)

DAY

Enter the calendar day of the month for the collection period being reported. Must not exceed the maximum number of days in the month identified.

AM/PM

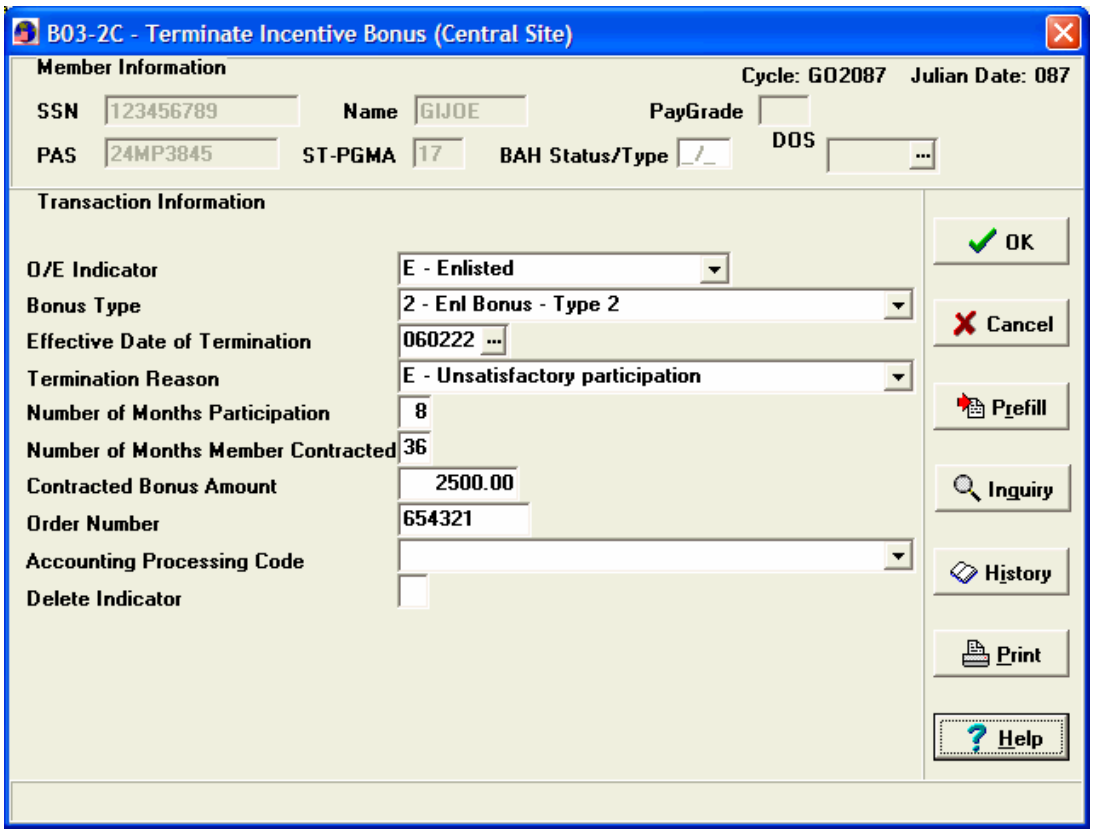
Identifies the time of the collection period. In accordance with the pay system, the collection period must be reported in segments (AM and PM).

NOTE: Use either the Space Bar or the Mouse to fill in the applicable ("AM" or "PM") box to identify the time of the collection period being reported. Use the Tab key to move past the AM box to the PM box.

INDEBTEDNESS BYPASS CODE (Central Site Only)

Enter a "C" if canceling a check that was returned for non-performance of the drill.

SAMPLE OF B03 TRANSACTION



HELP SCREEN FOR B03-2 TRANSACTION

B032C TERMINATE INCENTIVE BONUS – CENTRAL SITE

O/E INDICATOR –If the Pay Grade field contains a 01 through 10 or a 21 through 25, the O/E Indicator field will be pre-filled with an "O". If the Pay Grade field contains a 31 through 39, the O/E Indicator field will be pre-filled with an "E". If pre-fill is not available, enter one of the following:

O = Officer/Warrant Officer
E = Enlisted

BONUS TYPE
AIR FORCE ENLISTED and NCP BONUS TYPES:

1 = Enlistment Bonus - CAT V1, enlistment bonus for member with a critical specialty enlisting for six years.
2 = Enlistment Bonus - CAT V2, enlistment bonus for member with a critical unit enlisting for six years.
3 = Enlistment Bonus - CAT V3, enlistment bonus for member in a specialty qualified unit enlisting for six years.
4 = Reenlistment Bonus -Re-enlistee or prior service enlistee with less than 6 years of military service, re-enlists for 6 years
5 = Reenlistment Bonus – re enlistee or prior service enlistee with less than 14 years of service, re-enlists for 3-5 years.
6 = Reenlistment Bonus- re enlistee or prior service enlistee with less than 14 years of service, re-enlists for 6 years.
7 = Affiliation Bonus – member affiliating for 18 months or less for Air National Guard (ANG); 12 months or less for Air Force Reserves (AFRES).
8 = Affiliation Bonus – member affiliating for more than 18 months for Air National Guard (ANG); more than 12 months for Air Force Reserve(AFRES).
F = Nurse Candidate Program (NCP)
Q = Individual Ready Reserve (IRR) members enlisting or re-enlisting for less than 6 years
R = Individual Ready Reserve (IRR) members enlisting or re-enlisting for 6 years.

AIR FORCE OFFICER and FAP BONUS TYPES:
A = Financial Assistance Program (FAP) 1 year program for Health Professionals.
B = Financial Assistance Program (FAP) 2 year program for Health Professionals.
C = Financial Assistance Program (FAP) 3 year program for Health Professionals.
D = Financial Assistance Program (FAP) 4 year program for Health Professionals.

HELP SCREEN FOR B03-2 TRANSACTION

E = Financial Assistance Program (FAP) 5 year program for Health Professionals.
G = Selective Reserve Recruitment Bonus (SRRB) Nurse 1 year program
H = Selective Reserve Recruitment Bonus (SRRB) Nurse 2 year program
J = Selective Reserve Recruitment Bonus (SRRB) Nurse 3 year program
K = Selective Reserve Recruitment Bonus (SRRB) Doctor 1 year
L = Selective Reserve Recruitment Bonus (SRRB) Doctor 2 year program
M = Selective Reserve Recruitment Bonus (SRRB) Doctor 3 year program

ARMY ENLISTED and NCP BONUS TYPES:
1 = Non prior service Enlistment Bonus – Type 1
2 = Non prior service Enlistment Bonus - Type 2
3 = Non prior service Enlistment Bonus - Type 3
4 = 2nd 3 year Reenlistment with less than 14 years total service
5 = 1st 3 year Reenlistment with less than 14 years total service; 1st or 2nd 3 year Prior Service Bonus with less than 14 years total service.
6 = 6 year Reenlistment with less than 14 years total service; 6 year Prior Service Bonus with less than 14 years total service.
7 = Affiliation - 18 months or less remaining on MOS.
8 = Affiliation - more than 18 months remaining on MOS.
F = Nurse Candidate Program (NCP)
N = Non prior service enlistment civilian acquired skills program bonus
P = Non prior service enlistment reserve associate program (USAR only)

ARMY OFFICER and FAP BONUS TYPES:
A = Financial Assistance Program (FAP) 1 year program
B = Financial Assistance Program (FAP) 2 year program
C = Financial Assistance Program (FAP) 3 year program
D = Financial Assistance Program (FAP) 4 year program
E = Financial Assistance Program (FAP) 5 year program
G = Selected Reserve Recruitment Bonus(SRRB), Nurse-1 year program
H = Selected Reserve Recruitment Bonus(SRRB), Nurse-2 year program
J = Selected Reserve Recruitment Bonus(SRRB), Nurse-3 year program
K = Selected Reserve Recruitment Bonus(SRRB), Doctor -1 year program

HELP SCREEN FOR B03-2 TRANSACTION

L = Selected Reserve Recruitment Bonus(SRRB), Doctor -2 year program
M = Selected Reserve Recruitment Bonus(SRRB), Doctor -3 year program

NAVY ENLISTED and NCP BONUS TYPES:
1 = Enlistment Bonus (Initial/Anniversary)
5 = 3 year Prior Service Enlistment (Initial/Anniversary)
3 year Tier Prior Service Enlistment (Initial/Anniversary)
3 year Reenlistment (Initial/Anniversary)
3 year Tier Reenlistment (Initial/Anniversary)
6 = 6 year Prior Service Enlistment (Initial/Anniversary)
6 year Tier Prior Service Enlistment (Initial/Anniversary)
6 year Reenlistment (Initial/Anniversary)
6 year Tier Reenlistment (Initial/Anniversary)
7 = Affiliation Bonus (less than or equal to 18 months)
Affiliation Tier Bonus (less than or equal to 18 months)
8 = Affiliation Bonus (Initial/Anniversary, greater than 18 months)
Affiliation Tier Bonus (Initial/Anniversary, greater than 18 months)
F = Nurse Candidate Program (NCP)
Q = 3 year Individual Ready Reserve (IRR) (Initial/Anniversary)
R = 6 year Individual Ready Reserve (IRR) (Initial/Anniversary)

NAVY OFFICER and FAP BONUS TYPES:
A = Financial Assistance Program (FAP) 1 installment program effective Nov 29, 1989
B = Financial Assistance Program (FAP) 2 installment program effective Nov 29, 1989
C = Financial Assistance Program (FAP) 3 installment program effective Nov 29, 1989
D = Financial Assistance Program (FAP) 4 installment program effective Nov 29, 1989
E = Financial Assistance Program (FAP) 5 installment program effective Nov 29, 1989
G = Selected Reservist (SRRB) Recruitment Bonus (Nurse-1 year)
H = Selected Reservist (SRRB) Recruitment Bonus (Nurse-2 year)
J = Selected Reservist (SRRB) Recruitment Bonus (Nurse-3 year)
K = Selected Reservist (SRRB) Recruitment Bonus (Doctor -1 year)
L = Selected Reservist (SRRB) Recruitment Bonus (Doctor -2 year)
M = Selected Reservist (SRRB) Recruitment Bonus (Doctor -3 year)
O = Nuclear Accession Bonus

EFFECTIVE DATE OF TERMINATION
The date the bonus is terminated in YYMMDD format.

HELP SCREEN FOR B03-2 TRANSACTION

TERMINATION REASON

Army:

E = Unsatisfactory Participation
F = Transferred to another Reserve Component
G = Transferred to active Enlisted Force
H = Transferred to Officer Corps
I = Unauthorized change in Military Occupational Specialty (MOS)
J = Transferred to Non-bonus eligible unit or skill.
K = Accepted civilian position, where Reserve membership is a condition of employment
L = Assigned to AT or ADT in excess of 90 days in support of the Reserve Component Program
M = Other
Z = Last payment
NOTE: If the last payment for Bonus Type is 1-8, Q or R, the value will be "Z". If value equals "Z", all other data element values must be spaces except the Record Indicator, SSN, Name, Bonus Type, Effective Date of Termination, ST-PGMA, TIN and Submission Date.

Air Force and Navy:

A = Enlisted with bonus
B = Enlisted with Educational Assistance
C = Re-enlisted/extended with bonus for 3 years
D = Re-enlisted/extended with bonus for 6 years
E = Unsatisfactory Participant
F = Transferred to another Reserve Component
G = Transferred to Active Enlisted force
H = Transferred to Officer Corps
I = Unauthorized change in Military Occupational Specialty (MOS)
J = Transferred to non-bonus eligible unit or skill
K = Accepted civilian position, where Reserve membership is a condition of employment
L = Assigned to AT or ADT in excess of 90 days in support of the Reserve Component Program
M = Other
N = Previous incentive recipient (contract completed) present
Q = Not receiving incentive (no previous incentive)
R = Affiliated with bonus for 18 months or less
S = Affiliated with bonus for more than 18 months
V = Converted from Educational Assistance to Enlistment bonus
W = Converted from Enlisted Bonus to Educational Assistance
Z = Last payment
NOTE: If the last payment for Bonus Type is 1-8, Q or R, the value will be "Z". If value equals "Z", all other data element values must be spaces except the Record Indicator, SSN, Name, Bonus Type, Effective Date of Termination, ST-PGMA, TIN and Submission Date.

Help Screen for B03-2 Transaction

NUMBER OF MONTHS PARTICIPATION

Air Force and Army: Zero-fill for bonus termination without recoupment. For bonus termination with recoupment, enter the number of months of satisfactory participation. Leave blank if Bonus Type is A-F or G-M.

Navy:

Must be less than 96 if the Bonus Type equals 1-4, 6, N or P.
Must be less than 36 if the Bonus Type equals 5.
Must be 18 or less if the Bonus Type equals 7.
Must be 96 or less if the Bonus Type equals 8.
Must be 00 if not recoupment or adjustment is required.
Must be spaces if bonus type = A - M.

NUMBER OF MONTHS MEMBER CONTRACTED

Air Force:

No data to enter.

Army:

Enter the number of months a member is obligated to serve on the enlistment/reenlistment contract. The following applies to this field:

1. Non Prior Service Enlistment Bonuses – The contract is for 72 months. When terminating these bonuses, enter "72" in this field.
2. Prior Service Enlistment bonuses and Reenlistment Bonuses are for either "36" or "72" months.
3. Affiliation Bonuses – Enter the number of months the soldier affiliated with the unit. For example: a soldier affiliates for 44 months with the unit and receives their first increment of the bonus entitlement. After 12 months the soldier leaves the unit and you must terminate the bonus. You must enter "44" in this field.

Navy:

May be blank or entered the Contracted Bonus Amount, amount entered must be greater than 000000.

If the Bonus Type = 8, value will equal the number of months the member contracted for.

If Bonus Type = 1, 6, or R, value must be less than or equal to 96.

If Bonus Type = 5 or Q, value must be less than or equal to 36.

If Bonus Type = 7, value must be less than or equal to 18.

CONTRACTED BONUS AMOUNT

If filled, must not exceed $8000.00. The dollar amount entered should equal the total amount of the bonus the member is entitled to up to termination date.

Air Force:

No data to enter.

HELP SCREEN FOR B03-2 TRANSACTION

Air Force:
No data to enter.

Army:
Enter the full amount of the bonus contract.
Navy:
000000 or Contracted Bonus Amount, not to exceed 5000.00, if the Deleted Indicator is spaces and the Number of Months Participation is greater than zero.
ORDER NUMBER
Air Force and Army:
No data to enter.
Navy:
Last position of Fiscal Year (FY) in which member was entitled to initial payment plus the last five positions of the Standard Document Number (SDN).

ACCOUNTING PROCESSING CODE
Air Force:
If Bonus Type = 1, enter one of the following codes:
ZZC671 - ANG - (Non-Prior Service) – Initial
ZZC672 - ANG - (Non-Prior Service) – Anniversary
ZZZ828 - AFRES - (Non-Prior Service) – Initial
ZZZ829 - AFRES - (Non-Prior Service) – Anniversary
If Bonus Type = 2, enter one of the following codes:
ZZC671 - ANG - (Non-Prior Service) – Initial
ZZC672 - ANG - (Non-Prior Service) – Anniversary
ZZZ828 - AFRES - (Non-Prior Service) – Initial
ZZZ829 - AFRES - (Non-Prior Service) – Anniversary
If Bonus Type = 3, enter one of the following codes:
ZZC671 - ANG - (Non-Prior Service) – Initial
ZZC672 - ANG - (Non-Prior Service) – Anniversary
ZZZ828 - AFRES - (Non-Prior Service) – Initial
ZZZ829 - AFRES - (Non-Prior Service) – Anniversary
If Bonus Type = 4, enter one of the following codes:
ZZC677 - ANG - Prior Service Re-enlist (6years) – Initial
ZZC678 - ANG - Prior Service Re-enlist (6years) – Anniversary
ZZZ832 - AFRES- Prior Service Re-enlist (6years) – Initial
ZZZ833 - AFRES - Prior Service Re-enlist (6years) – Anniversary
If Bonus Type = 5, enter one of the following codes:
ZZC675 - ANG - Re-enlist (3years) – Initial
ZZC676 - ANG - Re-enlist (3years) – Anniversary
ZZC687 - ANG - Prior Service Re-enlist (3years) – Initial
ZZC688 - ANG - Prior Service Re-enlist (3years) – Anniversary
ZZZ830 - AFRES - Re-enlist (3years) – Initial
ZZZ831 - AFRES - Re-enlist (3years) – Anniversary
ZZZ844 - AFRES - Prior Service Re-enlist (3years) – Initial
ZZZ845 - AFRES - Prior Service Re-enlist (3years) – Anniversary

HELP SCREEN FOR B03-2 TRANSACTION

If Bonus Type = 6, enter one of the following codes:
ZZC677 - ANG - Re-enlist (6years) – Initial
ZZC678 - ANG - Re-enlist (6years) – Anniversary
ZZC689 - ANG - Prior Service Re-enlist (6years) – Initial
ZZC690 - ANG - Prior Service Re-enlist (6years) – Anniversary
ZZZ832 - AFRES - Re-enlist (6years) – Initial
ZZZ833 - AFRES - Re-enlist (6years) – Anniversary
ZZZ846 - AFRES - Prior Service Re-enlist (6years) – Initial
ZZZ847 - AFRES - Prior Service Re-enlist (6years) – Anniversary
If Bonus Type = 7, enter one of the following codes:
ZZC679 - ANG - Affiliation (Less than or Equal to 18 months) – Initial
ZZZ835 - AFRES - Affiliation (Less Than 12 months) – Initial
If Bonus Type = 8, enter one of the following codes:
ZZC681 - ANG - Affiliation (Greater Than 18months) – Initial
ZZC682 - ANG - Affiliation (Greater Than 18months) – Anniversary
ZZZ835 - AFRES - Affiliation (Greater Than 12months) – Initial
ZZZ836 - AFRES - Affiliation (Greater Than 12months) – Anniversary
If Bonus Type = Q, enter one of the following codes:
ZZZ840 – 3 Year Individual Ready Reserve (IRR) Enlistment (PAS 97)– Initial
ZZZ841 – 3 Year Individual Ready Reserve (IRR) Enlistment (PAS 97) – Anniversary
If Bonus Type = R, enter one of the following codes:
ZZZ842 - 6Year Individual Ready Reserve (IRR) Enlistment (PAS 97) – Initial
ZZZ843 - 6Year Individual Ready Reserve (IRR) Enlistment (PAS 97) – Anniversary

Army:
Leave blank if Bonus type = A-M or Delete Indicator is not spaces and Number of Months Participation is 00.
If Bonus Type = 1, enter one of the following codes:
18G211 - ARNG (Non-Prior Service) – Initial
18G221 - ARNG (Non-Prior Service) – Anniversary
32R211 - USAR (Non-Prior Service) – Initial
32R221 - USAR (Non-Prior Service) – Anniversary
If Bonus Type = 2, enter one of the following codes:
18G211 - ARNG (Non-Prior Service) – Initial
18G221 - ARNG (Non-Prior Service) – Anniversary
32R211 - USAR (Non-Prior Service) – Initial
32R221 - USAR (Non-Prior Service) – Anniversary
If Bonus Type = 3, enter one of the following codes:
18G211 - ARNG (Non-Prior Service) – Initial
18G221 - ARNG (Non-Prior Service) – Anniversary
32R211 - USAR (Non-Prior Service) – Initial
32R221 - USAR (Non-Prior Service) – Anniversary

HELP SCREEN FOR B03-2 TRANSACTION

If Bonus Type = 4, enter one of the following codes:
18G611 - ARNG 2nd 3Year Re-enlistment with Less Than 14 years total service – Initial
18G621 - ARNG 2nd 3 Year Re-enlistment with Less Than 14 years total service – Anniversary
32R611 - USAR 2nd 3 Year Re-enlistment with Less Than 14 years total service – Initial
32R621 - USAR 2nd 3 Year Re-enlistment with Less Than 14 years total service – Anniversary
If Bonus Type = 5, enter one of the following codes:
18G511 - ARNG 1st 3 Year Re-enlistment with less than 14 years total service – Initial
18G521 - ARNG 1st 3 Year Re-enlistment with less than 14 years total service – Anniversary
18G711 - ARNG 1st or 2nd 3 Year Prior Service with less than 14 years total service – Initial
18G721 - ARNG 1st or 2nd 3 Year Prior Service with less than 14 years total service – Anniversary
32R084 - USAR 1st or 2nd 3 Year Prior Service with less than 14 years total service – Initial
32R085 - USAR 1st or 2nd 3 Year Prior Service with less than 14 years total service – Anniversary
32R611 - USAR 1st 3 Year Re-enlistment with less than 14 years total service – Initial
32R621 - USAR 1st 3 Year Re-enlistment with less than 14 years total service – Anniversary
If Bonus Type = 6, enter one of the following codes:
18G611 - ARNG 6year-Re-enlistment with less than 14 years total service – Initial
18G621 - ARNG 6 year-Re-enlistment with less than 14 years total service – Anniversary
18G811 - ARNG 6 year-Prior Service with less than 14 years total service – Initial
18G821 - ARNG 6 year-Prior Service with less than 14 years total service –Anniversary
32R084 - USAR 6 year-Prior Service with less than 14 years total service – Initial
32R085 - USAR 6 year-Prior Service with less than 14 years total service –Anniversary
32R611 - USAR 6 year-Re-enlistment with less than 14 years total service – Initial
32R621 - USAR 6 year-Re-enlistment with less than 14 years total service – Anniversary
If Bonus Type = 7, enter one of the following codes:
18G411 - ARNG Affiliation (18 months or less) – Initial
32R411 - USAR Affiliation (18 months or less) – Initial

HELP SCREEN FOR B03-2 TRANSACTION

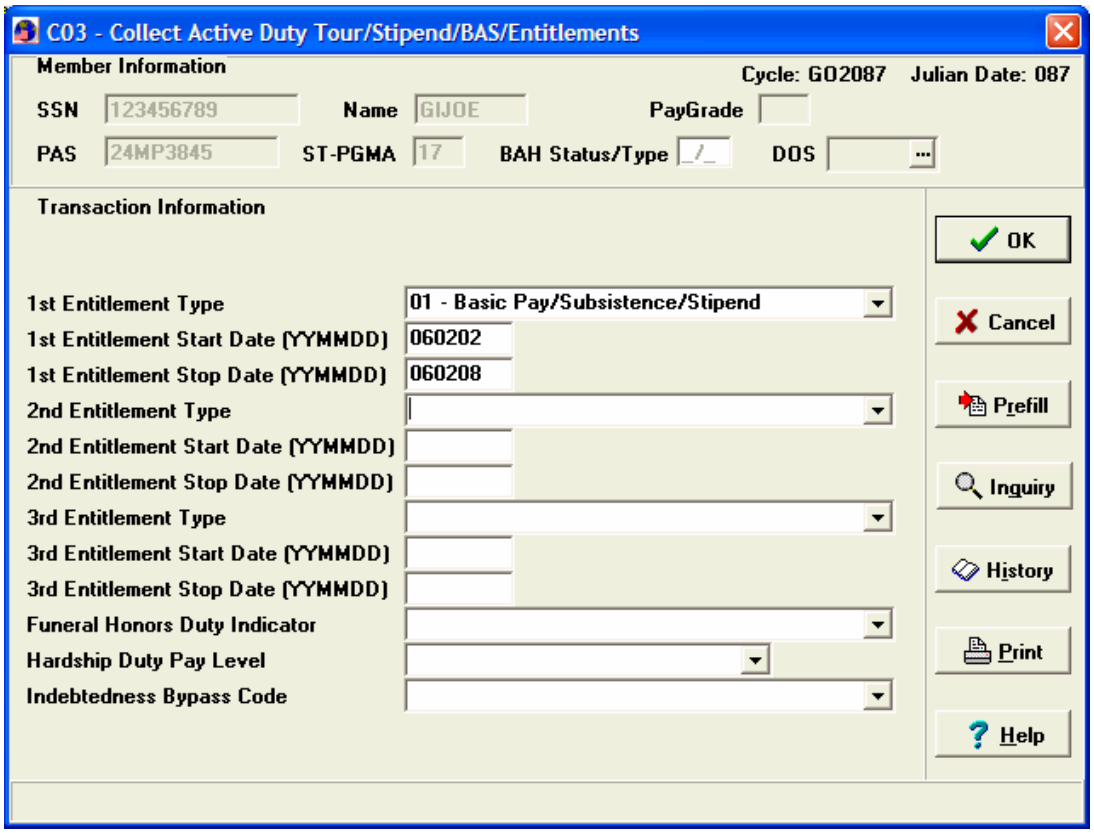
If Bonus Type = 8, enter one of the following codes:
18G411 - ARNG Affiliation (Greater Than 18 months) – Initial
18G421 - ARNG Affiliation (Greater Than 18 months) – Anniversary
32R411 - USAR Affiliation (Greater Than 18 months) – Initial
32R421 - USAR Affiliation (Greater Than 18 months) – Anniversary
If Bonus Type = N, enter one of the following codes:
18G211 - ARNG Non-Prior Service Enlisted Civilian Acquired Skills Program – Initial
18G221 - ARNG Non-Prior Service Enlisted Civilian Acquired Skills Program – Anniversary
32R211 - USAR Non-Prior Service Enlisted Civilian Acquired Skills Program – Initial
32R221 - USAR Non-Prior Service Enlisted Civilian Acquired Skills Program – Anniversary
If Bonus Type = P, enter one of the following codes:
32R211 - USAR Non-Prior Service Enlistment Reserve Associate Program – Initial
32R221 - USAR Non-Prior Service Enlistment Reserve Associate Program – Anniversary

Navy:
Spaces if Bonus Type = A - M.
Value will be spaces if Delete Indicator is not spaces and the Number of Months Participation is 00.
If Bonus Type = 1 - 8, Q or R and the Delete Indicator is spaces and the Number of Months Affiliation is not 00, select from the following:
If Bonus Type = 1, enter one of the following codes:
V71831 - Enlistment Bonus – Initial
V71832 - Enlistment Bonus – Anniversary
If Bonus Type = 5, enter one of the following codes:
V71822 - 3Year Prior Service Enlistment – Initial
V71823 - 3Year Prior Service Enlistment – Anniversary
V71824 - 3Year Tier Prior Service Enlistment - Initial
V71825 - 3Year Tier Prior Service Enlistment – Anniversary
V71841 - 3Year Re-enlistment – Initial
V71842 - 3Year Re-enlistment – Anniversary
V71845 - 3Year Tier Re-enlistment – Initial
V71846 - 3Year Tier Re-enlistment – Anniversary
If Bonus Type = 6, enter one of the following codes:
V71826 - 6Year Prior Service Enlistment – Initial
V71827 - 6Year Prior Service Enlistment – Anniversary
V71828 - 6Year Tier Prior Service Enlistment – Initial
V71829 - 6Year Tier Prior Service Enlistment – Anniversary
V71843 – 6Year Re-enlistment – Initial
V71844 - 6Year Re-enlistment – Anniversary

HELP SCREEN FOR B03-2 TRANSACTION

```
   V71847 - 6Year Tier Re-enlistment – Initial
   V71848 - 6Year Tier Re-enlistment – Anniversary
If Bonus Type = 7, enter one of the following codes:
   V71851 – Affiliation  (18 months or less)
   V71854 - Tier Affiliation (18months or less)
If Bonus Type = 8, enter one of the following codes:
   V71852 – Affiliation (Greater Than 18 months)- Initial
   V71853 - Affiliation (Greater Than 18 months)- Anniversary
   V71855 - Tier Affiliation (Greater Than 18 months)- Initial
   V71856 - Tier Affiliation (Greater Than 18 months)- Anniversary
If Bonus Type = Q, enter one of the following codes:
   V71861 - 3Year Individual Ready Reserve (IRR) - Initial
   V71862 - 3Year Individual Ready Reserve (IRR) – Anniversary
If Bonus Type = R, enter one of the following codes:
  V71868 - 6Year Individual Ready Reserve (IRR) - Initial
  V71869 - 6Year Individual Ready Reserve (IRR) – Anniversary
DELETE INDICATOR
Enter 'D' to delete a previous B03-2 transaction, otherwise leave
blank.
```

SAMPLE OF C03 INPUT SCREEN



HELP SCREEN FOR C03 INPUT

C03 - C (Central Site Only) COLLECT ACTIVE DUTY TOUR / STIPEND / BAS ENTITLEMENTS

1st ENTITLEMENT TYPE

Enter the ID of overpayment by making a selection from the Drop-down list. NOTE: Entitlement Type 01 will collect all automated pay and allowance for the period. Drop-down choices are:

01 = Base pay
02 = Foreign Language Proficiency Pay (FLPP)
12 = Incentive Pay
20 = Medical Dental Veterinarian Optometry (MDVO)
21 = Diving Duty Pay (DDP)
22 = Hardship Duty Pay (HDP)
23 = Hostile Fire Pay (HFP)
27 = Career Sea Pay (CSP)
30 = Special Duty Assignment Pay (SDAP)
35 = Basic Allowance for Housing II (BAH) (formally BAQ)
40 = Basic Allowance for Subsistence (BAS)
41 = Collection for meals provided
50 = Cost of Living Allowance (COLA)
51 = Overseas Housing Allowance (OHA)/Rent Plus
58 = Basic Allowance for Housing (BAH)
65 = Family Separation Allowance (FSA)

1st ENTITLEMENT START DATE

Enter the date the overpayment started in YYMMDD format. The date entered must match the dates on the overpayment history file. If the 1st Entitlement Type is 41, this date must be equal to or later than 020101. NOTE: Since there are various entitlements, stipends, etc., which are paid on a 30-day per month basis, February 29th or 30th will be accepted as valid dates.

1ST ENTITLEMENT STOP DATE

Must contain the date the overpayment stopped in YYMMDD format. The inclusive dates between the start and stop dates must match the dates on the history file. NOTE: Since there are various entitlements, stipends, etc., which are paid on a 30-day per month basis, February 29th or 30th will be accepted as valid dates.

2ND ENTITLEMENT TYPE

Must be blank when the 1st Entitlement Type equals 01 or 41. If a 2nd Entitlement is to be collected, make a selection from the Drop-down list. The Entitlement ID in this field must be greater than the value entered in the 1st Entitlement Type; Entitlement IDs must be in sequential order, 02 before 12, 12 before 21, etc.

HELP SCREEN FOR C03 INPUT

Drop-down choices are:

02 = Foreign Language Proficiency Pay (FLPP)
12 = Incentive pay
20 = Medical Dental Veterinarian Optometry (MDVO)
21 = Diving Duty Pay (DDP)
22 = Hardship Duty Pay (HDP)
23 = Hostile Fire Pay (HFP)
27 = Career Sea Pay (CSP)
35 = Basic Allowance for Housing II (BAH) (formally BAQ)
40 = Basic Allowance for Subsistence (BAS)
41 = Collection for meals provided
50 = Cost of Living Allowance (COLA)
51 = Overseas Housing Allowance (OHA)/Rent Plus
58 = Basic Allowance for Housing (BAH)
65 = Family Separation Allowance (FSA)

2ND ENTITLEMENT START DATE

Enter the date the 2nd overpayment started in YYMMDD format. The 2nd Entitlement Start Date must be blank if the 2nd Entitlement Type is blank. If the 2nd Entitlement ID equals 41 then this date must be equal to or later than 020101.
NOTE: Since there are various entitlements, stipends, etc., which are paid on a 30-day per month basis, February 29th or 30th will be accepted as valid dates.

2ND ENTITLEMENT STOP DATE

Enter the date the 2nd overpayment stopped in YYMMDD format. The 2nd Entitlement Stop Date must be blank if 2nd Entitlement Type is blank. NOTE: Since there are various entitlements, stipends, etc., which are paid on a 30-day per month basis, February 29th or 30th will be accepted as valid dates.

3RD ENTITLEMENT TYPE

Must be blank if one of the following:
Not collecting a 3rd Entitlement
2nd Entitlement Type is blank
1st Entitlement Type equals 01
1st and 2nd Entitlement Type equals 41

If collecting a 3rd Entitlement, make a selection from the Drop-down list. The Entitlement ID in this field must be greater than the value in the 2nd Entitlement Type; Entitlement Ids must be entered in sequential order, 02 before 12, 12 before 21, etc.

Drop-down choices are:

12 = Incentive Pay
20 = Medical Dental Veterinarian Optometry (MDVO)

HELP SCREEN FOR C03 INPUT

21 = Diving Duty Pay (DDP)
22 = Hardship Duty Pay (HDP)
23 = Hostile Fire Pay (HFP)
27 = Career Sea Pay (CSP)
35 = Basic Allowance for Housing II (BAH) (formally BAQ)
40 = Basic Allowance for Subsistence (BAS)
41 = Collection for meals provided
50 = Cost of Living Allowance (COLA)
51 = Overseas Housing Allowance (OHA)/Rent Plus
58 =Basic Allowance for Housing (BAH)
65 = Family Separation Allowance (FSA)

3RD ENTITLEMENT START DATE

If collecting a 3rd Entitlement Type, enter the date the 3rd overpayment started in YYMMDD format; otherwise leave blank. If the 3rd Entitlement Type is 41, this date must be equal to or later than 020101. NOTE: Since there are various entitlements, stipends, etc., which are paid on a 30-day per month basis, February 29th or 30th will be accepted as valid dates.

3RD ENTITLEMENT STOP DATE

If collecting a 3rd Entitlement Type, enter the date the 3rd overpayment stopped in YYMMDD format. NOTE: Since there are various entitlements, stipends, etc., which are paid on a 30-day per month basis, February 29th or 30th will be accepted as valid dates.

INDEBTEDNESS BYPASS CODE

Must be C or blank. Make a selection from the Drop-down list.

Drop-down choices are:

Blank = Payment was not returned / canceled, debt will be system generated.

C = Payment returned / canceled or no debt created

FUNERAL HONORS DUTY INDICATOR

If collecting a Funeral Honors Duty payment, enter "F".
Leave blank if not collecting a Funeral Honors Duty payment.
If 1st Entitlement Type field does not equal 01, this field must be blank.

HARDSHIP DUTY PAY LEVEL

If entering a Hardship Duty Pay, enter either:

L for Hardship Duty Pay – Location
Or
M for Hardship Duty Pay – Mission

If 1st, 2nd, or 3rd Entitlement Type does not equal 22, leave this field blank.

Chapter 15

Returned EFTs/Checks

A. INTRODUCTION

Any returned disbursement that was sent via EFT or paper check are processed by Disbursing Division. Returned funds originally paid via EFT/checks to DJMS accounts that have been disbursed erroneously are returned to offset deficits. Some of the reasons an EFT deposit is returned are: bank account closed, bad SSAN, account number, routing number, or a request from a finance office/DFAS. The EFTs returns are routed back through the Federal Reserve Bank. The files are pulled each morning and processed for refund. The computer systems interact and automatically produce an A43 refund transaction on the RC Processed Transaction. A returned paper check is mailed directly to Disbursing from the soldier/unit administrator. If the EFT/Check does not automatically process the refund (A43), a cash collection voucher (CCV) is requested. Payment Posting will research the CCV returns to determine if the monies were for non-performance, reversals, GPLD/Report of Surveys, SGLI or bad/incorrect bank information.

B. IDENTIFICATION OF RETURNED EFT/CHECKS

a. Returned EFT/Checks are identified in Processed Transactions on the DJMS pay system as Transaction Identified by (TIN) A43 or D02.

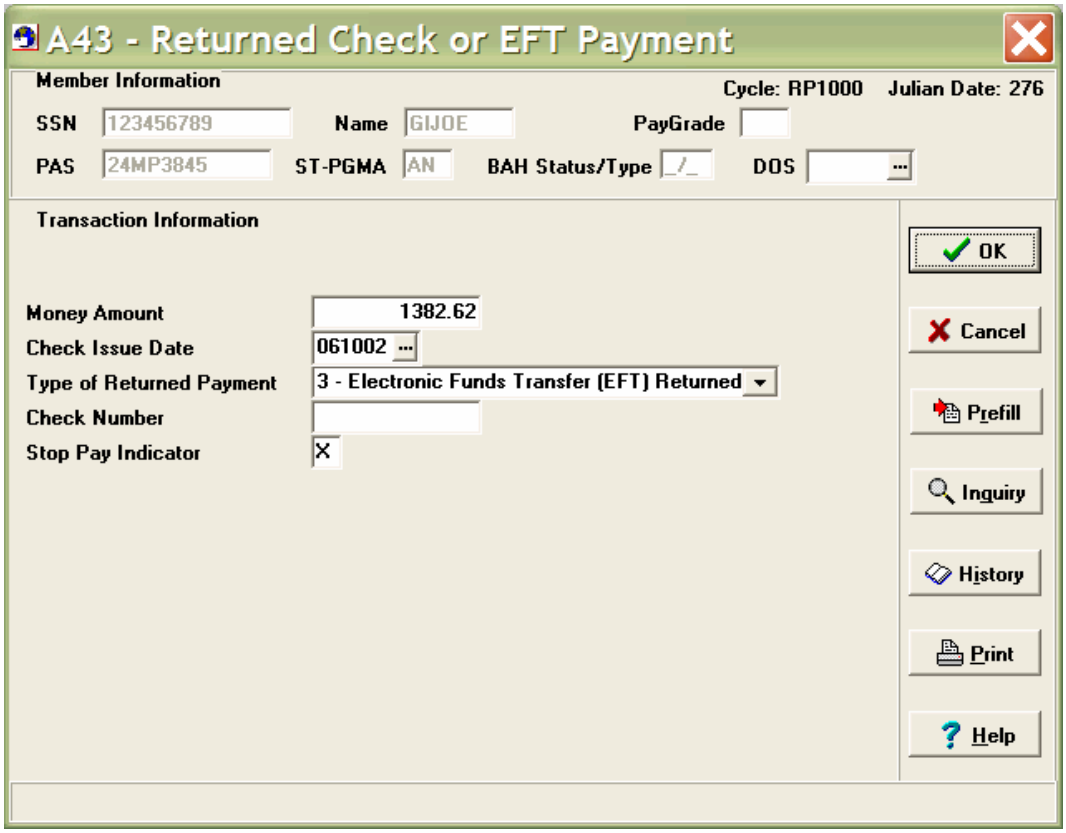
1. **Non-performance – Service** member fails to perform duty or is paid erroneously.

2. **Reversals** – EFT payments are released twice in error or funds returned upon request from field/DFAS.

3. GPLD/Report of Survey – Service member sends a DD362 and check to pay/credit debt.

4. SGLI – Service member sends check to credit debt.

Sample of A43 for Returned Checks



Help Screen for A43 Returned Check

A43 RETURNED CHECK OR EFT PAYMENT

MONEY AMOUNT
Enter the dollar amount of the returned payment.

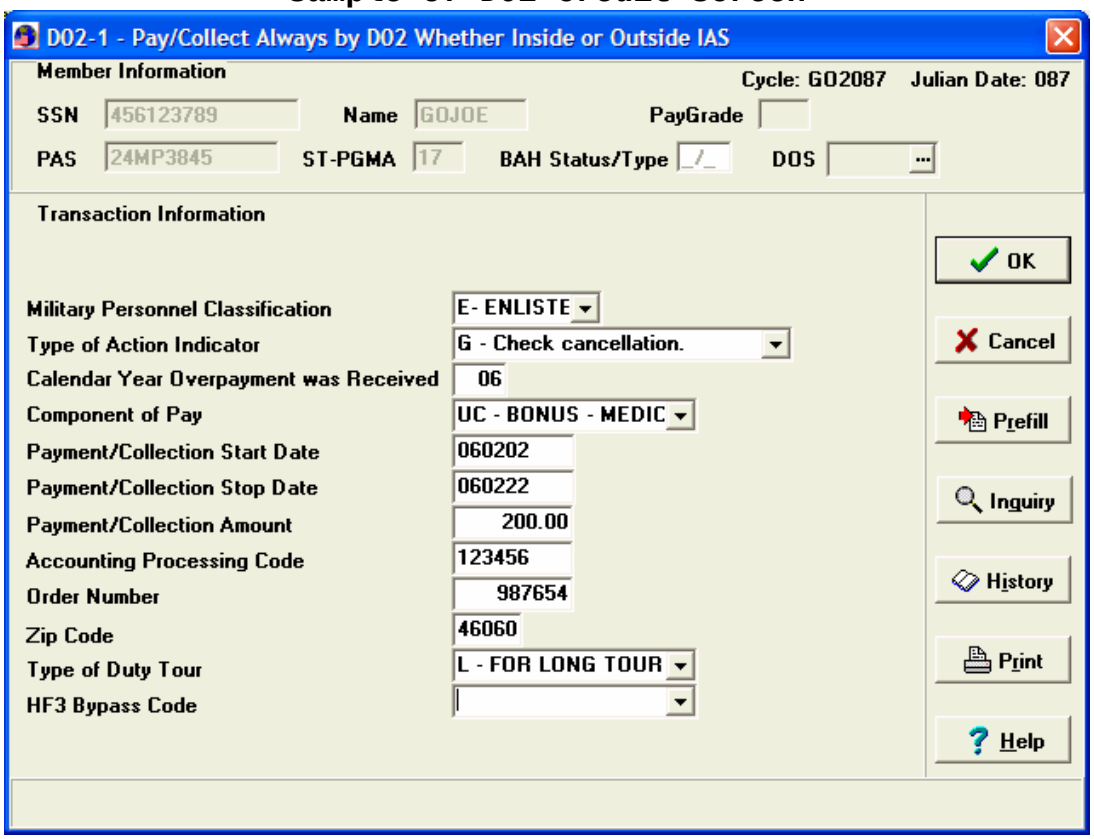
CHECK ISSUE DATE
Enter the date the returned payment was issued in YYMMDD format.

TYPE OF RETURNED PAYMENT
Enter the appropriate code:
1 = Check returned
3 = Electronic Funds Transfer (EFT) returned

CHECK NUMBER
Enter the check number of the check being cancelled and re-credited. If Type of Returned Payment is 3, leave this field blank.

STOP PAY INDICATOR - Central Site Only
Enter an "X" to stop the payment authorized by the U. S. Treasury or leave blank.

Sample of D02 Credit Screen



Help Screen for D02

D02–1 PAY/COLLECT ALWAYS BY D02 WHETHER INSIDE OR OUTSIDE IAS – CENTRAL SITE

NOTE: The D02-1 contains specific Components of Pay for DJMS-RC non-automated entitlements that are always paid by a D02 whether inside or outside IAS. Bonus COPs are listed in the D02-1 for paying/collecting HPIP or Officer Supplemental bonus payments.

When using this transaction, if the input spans more than one month, use separate D02's for each month.

MILITARY PERSONNEL CLASSIFICATION

This field will normally be dim and pre-filled with data. If it is not, enter one of the following classifications:

O = Officer
E = Enlisted
W = Warrant Officer

Help Screen for D02 (con't)

TYPE OF ACTION INDICATOR
Enter the appropriate code:

A = Payment of entire entitlement
B = Additional entitlement to a previous payment
C = Collect entire entitlement amount
D = Collection due to overpayment
G = Check Cancellation

CALENDAR YEAR OVERPAYMENT WAS RECEIVED
If Type of Action Indicator is "C", "D", or "G", enter the last two positions of the Calendar Year the overpayment was received. If Type of Action Indicator is "A" or "B", leave blank.

COMPONENT OF PAY
See DJMS module PRGMPay

PAYMENT / COLLECTION START DATE
Enter the payment/collection start date in YYMMDD format.

PAYMENT / COLLECTION STOP DATE
Enter the payment/collection stop date in YYMMDD format. Must be greater than or equal to the Payment/Collection Start Date.

PAYMENT/COLLECTION AMOUNT
Enter the amount of the payment or collection. DMO will allow 4 characters before adding a decimal point and zero-filling the cents. Examples: for a $20.00 amount, enter 20 or 20.00; for a $100 amount, enter 100 or 100.00; for a $1,570.25 amount, enter 1570.25.

ACCOUNTING PROCESSING CODE
Enter the six-digit Accounting Processing Code from the orders.

ORDER NUMBER

Army and Air Force:
Enter the order number from the orders authorizing active duty tour being adjusted.

Navy:
For ROTC, enter '000000'.
For HPIP and Reserves, enter the last digit of the fiscal year in which the training period started and the last five digits of the Standard Document Number (SDN).

Help Screen for D02 (con't)

ZIP CODE

Must contain a valid zip code if the Component of Pay is 'HV' or 'CH'.

TYPE DUTY TOUR

Enter the appropriate code listed below or leave blank.

C = Funeral Honors Duty (Long Tour)
L = Long tour
S = Short tour
1 = Incapacitation Pay
8 = Funeral Honors Duty (Short Tour)

NAVY ONLY: For Reserve Officer Training Corps (ROTC) and Health Professions Incentive Program (HPIP), leave blank.

HF3 BY PASS CODE

Enter the appropriate code:

Blank = Do Not Bypass History File 3
X = Bypass History File 3

(remainder of this page is reserved for future use)

Chapter 16

Bonuses

Introduction

Several types of bonuses are available to Reserve and National Guard soldiers. The most commonly issued are the three types listed below.

Enlistment Bonus: An Enlistment Bonus may be paid to an enlisted service member who enlists into the military in a specialized field. Enlistment Bonuses are paid to new members at the completion of their required training in critical skills. There is also an Enlistment Bonus for civilian acquired skills.

Re-Enlistment Bonus: A Re-Enlistment Bonus may be paid to a service member who re-enlists into the Reserve/National Guard.

Affiliation Bonus: An Affiliation Bonus may be paid to a service member who agrees to affiliate with the Reserve/National Guard after they have served on Active Duty. A type 7 Affiliation Bonus is used for 18 months or less on the service members MOS, and a type 8 Affiliation Bonus is used for more than 18 months remaining on members MOS.

Note: Bonus regulations can be found in the DODFMR VOL.7A, The National Guard’s GKO website, and AR 600 series on the Army publication website.

The following pages contain samples of all the Bonus Input Screens on the DMO system with the help screen for each application except B03-7 and B03-8.

B03-1 Establish Bonus

B03-2C Terminate Bonus/Remove Termination data

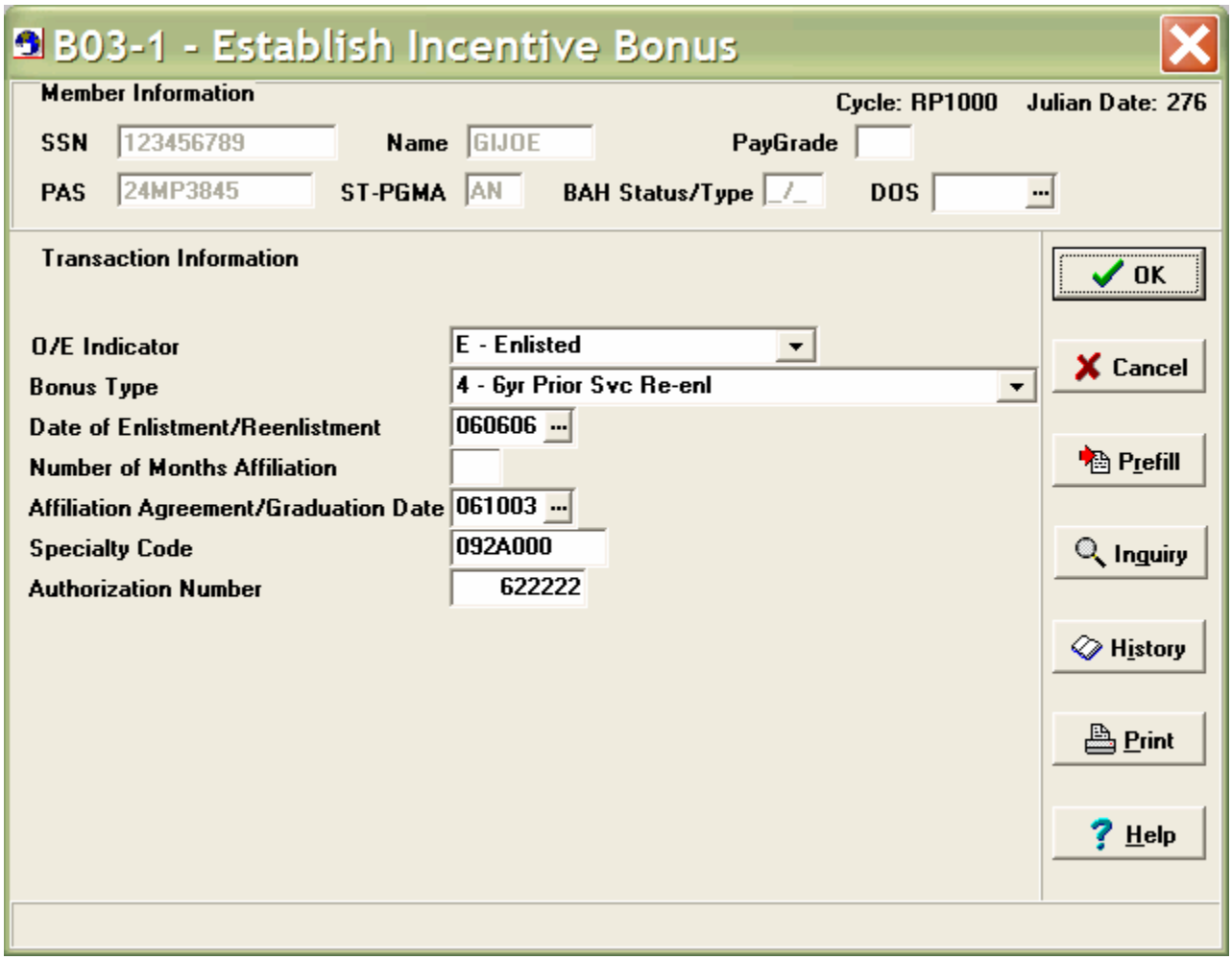
B03-3 Change/Correct Bonus History

B03-6C Pay/Delete Bonus

B03-7 Suspend Bonus

B03-8 Release Suspended Bonus

B03- Establish Incentive Bonus



HELP SCREEN FOR B03-1 ESTABLISH BONUS

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B03-1 ESTABLISH INCENTIVE BONUS
O/E INDICATOR

If the PayGrade field contains a 01 through 10 or a 21 through 25,
the O/E Indicator field will be pre-filled with an "O".  If the Pay
Grade field contains a 31 through 39, the O/E Indicator field will
be pre-filled with an "E".  If pre-fill is not available, select one
of the following from the Drop-down list:

O = Officer/Warrant Officer
E = Enlisted
```

HELP SCREEN FOR B03-1 ESTABLISH BONUS

BONUS TYPE
Enter the applicable Bonus Type from the Drop-down list. Drop-down choices are:
Air Force Officer/Warrant Officer Bonus Types:

Note: The year's difference between the Date of Affiliation and the Date of Enlistment is computed. The transaction is rejected (A35) if the difference does not meet the following requirements:
Bonus Type A = must be less than or equal to 1
Bonus Type B = must be greater than 1 and less than or equal to 2
Bonus Type C = must be greater than 2 and less than or equal to 3

Bonus Type D = must be greater than 3 and less than or equal to 4
Bonus Type E = must be greater than 4 and less than or equal to 5

Air Force Enlisted and NCP Bonus Types:

1 = Enlistment Bonus - CAT V1, enlistment bonus for member with a critical specialty enlisting for six years.
2 = Enlistment Bonus - CAT V2, enlistment bonus for member with a critical unit enlisting for six years.
3 = Enlistment Bonus - CAT V3, enlistment bonus for member in a specialty qualified unit enlisting for six years.
4 = Reenlistment Bonus -Re-enlistee or prior service enlistee with less than 6 years of military service, re-enlists for 6 years
5 = Reenlistment Bonus – re enlistee or prior service enlistee with less than 14 years of service, re-enlists for 3-5 years.
6 = Reenlistment Bonus- re enlistee or prior service enlistee with less than 14 years of service, re-enlists for 6 years.
7 = Affiliation Bonus – member affiliating for 18 months or less for Air National Guard (ANG); 12 months or less for Air Force Reserves (AFRES).
8 = Affiliation Bonus – member affiliating for more than 18 months for Air National Guard (ANG); more than 12 months for Air Force Reserve (AFRES).
F = Nurse Candidate Program (NCP)
Q = Individual Ready Reserve (IRR) members enlisting or re-enlisting for less than 6 years
R = Individual Ready Reserve (IRR) members enlisting or re-enlisting for 6 years.
S = Reenlistment Bonus – 2nd 3 year reenlistment or 2nd 3 year prior service reenlistment.

HELP SCREEN FOR B03-1 ESTABLISH BONUS (con't)

Air Force Officer and FAP Bonus Types:

A = Financial Assistance Program (FAP) 1 year program for Health Professionals.
B = Financial Assistance Program (FAP) 2 year program for Health Professionals.
C = Financial Assistance Program (FAP) 3 year program for Health Professionals.
D = Financial Assistance Program (FAP) 4 year program for Health Professionals.
E = Financial Assistance Program (FAP) 5 year program for Health Professionals.
G = Selective Reserve Recruitment Bonus (SRRB) Nurse 1 year program
H = Selective Reserve Recruitment Bonus (SRRB) Nurse 2 year program
J = Selective Reserve Recruitment Bonus (SRRB) Nurse 3 year program
K = Selective Reserve Recruitment Bonus (SRRB) Doctor 1 year
L = Selective Reserve Recruitment Bonus (SRRB) Doctor 2 year program
M = Selective Reserve Recruitment Bonus (SRRB) Doctor 3 year program

Army
Note: The year's difference between the Date of Affiliation and the Date of Enlistment is computed. The transaction is rejected (A35) if the difference does not meet the following requirements:
Bonus Type A = must be less than or equal to 1
Bonus Type B = must be greater than 1 and less than or equal to 2
Bonus Type C = must be greater than 2 and less than or equal to 3
Bonus Type D = must be greater than 3 and less than or equal to 4
Bonus Type E = must be greater than 4 and less than or equal to 5

Army Enlisted and NCP Bonus Types:

1 = Non prior service Enlistment Bonus – Type 1
2 = Non prior service Enlistment Bonus - Type 2
3 = Non prior service Enlistment Bonus - Type 3

4 = 6 year prior service Reenlistment with less than 14 years total service

5 = 1st 3 year Reenlistment with less than 14 years total service; 1st or 2nd 3 year Prior Service Bonus with less than 14 years total service.

NOTE: In the "authorization number" field on the B03 transaction, enter "009000" to designate prior service.

HELP SCREEN FOR B03-1 ESTABLISH BONUS 9 (con't)

6 = 6 year Reenlistment with less than 14 years total service; 6 year Prior Service Bonus with less than 14 years total service.

NOTE: In the "authorization number" field on the B03 transaction, enter "009000" to designate prior service.

7 = Affiliation - 18 months or less remaining on MOS.

8 = Affiliation - more than 18 months remaining on MOS.

F = Nurse Candidate Program (NCP)

N = Non prior service enlistment civilian acquired skills program bonus

P = Non prior service enlistment reserve associate program (USAR only)

S = Reenlistment Bonus – 2nd 3 year reenlistment or 2nd 3 year prior service reenlistment.

Army Officer and FAP Bonus Types:
A = Financial Assistance Program (FAP) 1 year program
B = Financial Assistance Program (FAP) 2 year program
C = Financial Assistance Program (FAP) 3 year program
D = Financial Assistance Program (FAP) 4 year program
E = Financial Assistance Program (FAP) 5 year program
G = Selected Reserve Recruitment Bonus(SRRB), Nurse-1 year program
H = Selected Reserve Recruitment Bonus(SRRB), Nurse-2 year program
J = Selected Reserve Recruitment Bonus(SRRB), Nurse-3 year program
K = Selected Reserve Recruitment Bonus(SRRB), Doctor -1 year program
L = Selected Reserve Recruitment Bonus(SRRB), Doctor -2 year program
M = Selected Reserve Recruitment Bonus(SRRB), Doctor -3 year program

Navy
Note: Bonus types 1, 5, 6, 7, 8, Q, R and S are Selected Reserve (SELRES) Enlisted Only. Bonus types G, H, J, K, L and M are Selected Reserve (SELRES) Officer Only.

Navy Enlisted and NCP Bonus Types:

1 = Enlistment Bonus (Initial/Anniversary)

5 = 3 year Prior Service Enlistment (Initial/Anniversary)
3 year Tier Prior Service Enlistment (Initial/Anniversary)
3 year Reenlistment (Initial/Anniversary)
3 year Tier Reenlistment (Initial/Anniversary)

HELP SCREEN FOR B03-1 ESTABLISH BONUS (con't)

6 = 6 year Prior Service Enlistment (Initial/Anniversary)
6 year Tier Prior Service Enlistment (Initial/Anniversary)
6 year Reenlistment (Initial/Anniversary)

6 year Tier Reenlistment (Initial/Anniversary)

7 = Affiliation Bonus (less than or equal to 18 months)
Affiliation Tier Bonus (less than or equal to 18 months)

8 = Affiliation Bonus (Initial/Anniversary, greater than 18 months)
Affiliation Tier Bonus (Initial/Anniversary, greater than 18 months)
F = Nurse Candidate Program (NCP)
Q = 3 year Individual Ready Reserve (IRR) (Initial/Anniversary)
R = 6 year Individual Ready Reserve (IRR) (Initial/Anniversary)

S = Reenlistment Bonus – 2nd 3 year reenlistment or 2nd 3 year prior service reenlistment.

Navy Officer and FAP Bonus Types:

A = Financial Assistance Program (FAP) 1 installment program effective Nov 29, 1989
B = Financial Assistance Program (FAP) 2 installment program effective Nov 29, 1989
C = Financial Assistance Program (FAP) 3 installment program effective Nov 29, 1989
D = Financial Assistance Program (FAP) 4 installment program effective Nov 29, 1989
E = Financial Assistance Program (FAP) 5 installment program effective Nov 29, 1989

G = Selected Reservist (SRRB) Recruitment Bonus (Nurse-1 year)
H = Selected Reservist (SRRB) Recruitment Bonus (Nurse-2 year)
J = Selected Reservist (SRRB) Recruitment Bonus (Nurse-3 year)
K = Selected Reservist (SRRB) Recruitment Bonus (Doctor -1 year)
L = Selected Reservist (SRRB) Recruitment Bonus (Doctor -2 year)
M = Selected Reservist (SRRB) Recruitment Bonus (Doctor -3 year)
O = Nuclear Accession Bonus

DATE OF ENLISTMENT / REENLISTMENT

Air Force and Army:
Enter the date member enlists or re-enlists in YYMMDD format.
Enter the date of enlistment for bonus types 1, 2, 3, 4, 5, 6, N, P, Q, R or S.
Enter the date of enrollment for bonus types A – M.
Leave blank for bonus type 7.

HELP SCREEN FOR B03-1 ESTABLISH BONUS

Navy:
Enter the date the member enlists or re-enlists in YYMMDD format.

NUMBER MONTHS AFFILIATION - Enter the number of month's affiliation.

Air Force and Army:
Enter 01 - 18 for bonus type 7.
Enter 19 - 72 for bonus type 8.
Else leave blank.

Navy:
Enter 01 -17 for bonus type 7.
Enter 18 - 73 for bonus type 8
Else leave blank.

AFFILIATION AGREEMENT/GRADUATION DATE
Enter the date when appropriate:

Air Force & Army:
Blank if bonus type equals 1,2,3, 4, 5 or 6.
Enter date if bonus type is 7, 8, A, B, C, D, E, or F.

Navy:
For bonus type 7 or 8 this will be the date of affiliation derived from DRCD1 or DOG, otherwise, value will be spaces.

For Financial Assistance Program (FAP) and Nurse Candidate Program (NCP) members this will be graduation date.

SPECIALTY CODE

Air Force:
Enter the Military Occupational Specialty (MOS). Can be alphanumeric and between 4-7 characters in length.

Army:
Fill the 1st position with zero.
Positions 2-4 enter the Military Occupational Specialty (MOS).
Positions 5-7 fill with zeros.

Navy:
Enter the appropriate code:
000 plus Designator for officers (bonus types A - M)

000 plus NEC for enlisted (bonus types 1-8, Q, R or S)

HELP SCREEN FOR B03-1 ESTABLISH BONUS (con't)

AUTHORIZATION NUMBER

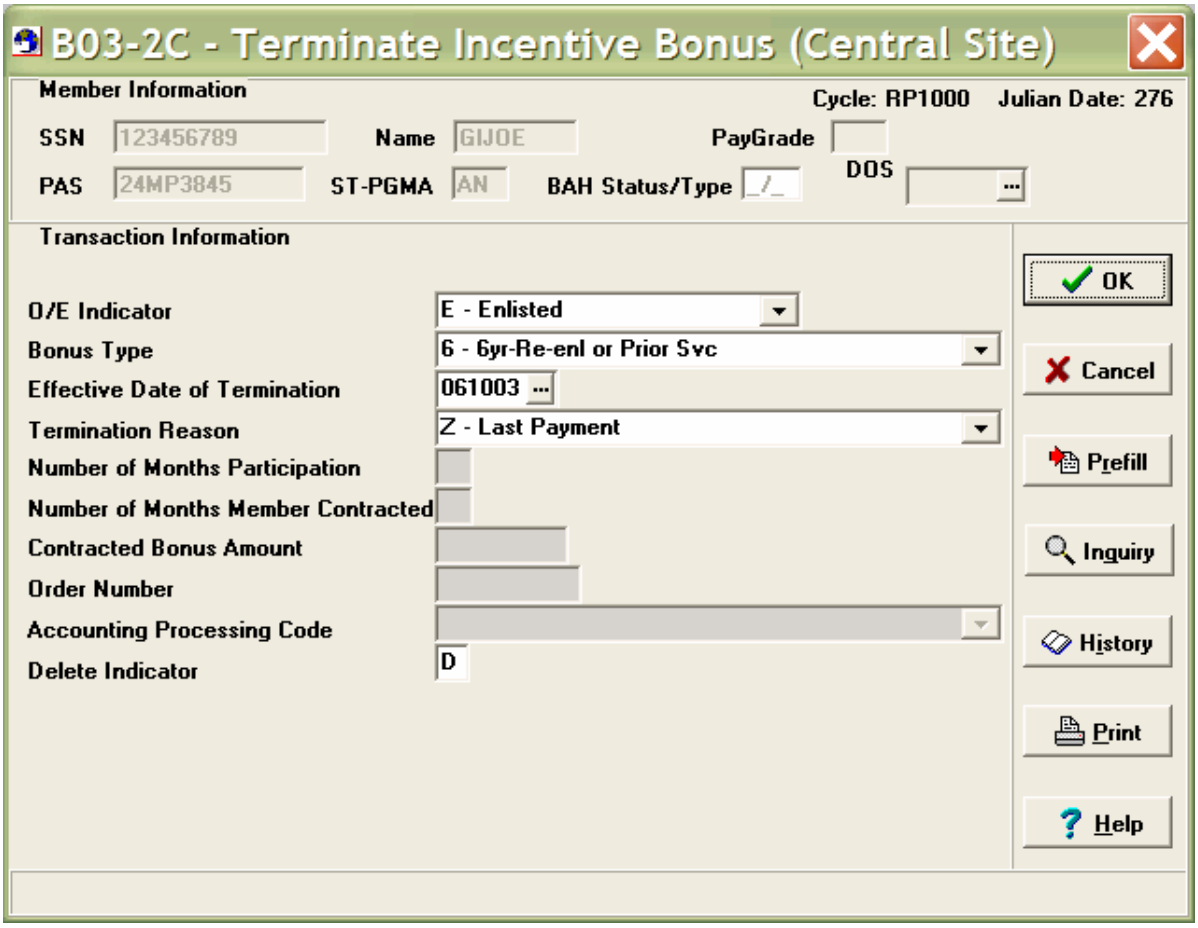
Air Force:
Enter the Authorization number from the Bonus orders or by pulling a Bonus Surf. If prior service bonus, the third position of the Authorization Number must be '9'.

Army:
Enter the authorization number of the bonus. For prior service enlistment bonus, enter 009000.

Navy:
Enter 009000 for 3 year Prior Service Enlistment, 3 year Tier Prior Service Enlistment, 6 year Prior Service Enlistment and 6 year Tier Prior Service Enlistment.

000000 if other bonus types.

B03 -2C Terminate Incentive Bonus



HELP SCREEN FOR B03-2C TERMINATE INCENTIVE BONUS

B032C TERMINATE INCENTIVE BONUS – CENTRAL SITE

O/E INDICATOR –If the Pay Grade field contains a 01 through 10 or a 21 through 25, the O/E Indicator field will be pre-filled with an "O". If the Pay Grade field contains a 31 through 39, the O/E Indicator field will be pre-filled with an "E". If pre-fill is not available, enter one of the following:

O = Officer/Warrant Officer
E = Enlisted

BONUS TYPE

AIR FORCE ENLISTED and NCP BONUS TYPES:

1 = Enlistment Bonus - CAT V1, enlistment bonus for member with a critical specialty enlisting for six years.
2 = Enlistment Bonus - CAT V2, enlistment bonus for member with a critical unit enlisting for six years.
3 = Enlistment Bonus - CAT V3, enlistment bonus for member in a specialty qualified unit enlisting for six years.

HELP SCREEN FOR B03-2C CONTINUED

4 = Reenlistment Bonus -Re-enlistee or prior service enlistee with less than 6 years of military service, re-enlists for 6 years

5 = Reenlistment Bonus – re enlistee or prior service enlistee with less than 14 years of service, re-enlists for 3-5 years.
6 = Reenlistment Bonus- re enlistee or prior service enlistee with less than 14 years of service, re-enlists for 6 years.
7 = Affiliation Bonus – member affiliating for 18 months or less for Air National Guard (ANG); 12 months or less for Air Force Reserves (AFRES).
8 = Affiliation Bonus – member affiliating for more than 18 months for Air National Guard (ANG); more than 12 months for Air Force Reserve (AFRES).
F = Nurse Candidate Program (NCP)
Q = Individual Ready Reserve (IRR) members enlisting or re-enlisting for less than 6 years
R = Individual Ready Reserve (IRR) members enlisting or re-enlisting for 6 years.

AIR FORCE OFFICER and FAP BONUS TYPES:

A = Financial Assistance Program (FAP) 1 year program for Health Professionals.
B = Financial Assistance Program (FAP) 2 year program for Health Professionals.
C = Financial Assistance Program (FAP) 3 year program for Health Professionals.
D = Financial Assistance Program (FAP) 4 year program for Health Professionals.
E = Financial Assistance Program (FAP) 5 year program for Health Professionals.
G = Selective Reserve Recruitment Bonus (SRRB) Nurse 1 year program
H = Selective Reserve Recruitment Bonus (SRRB) Nurse 2 year program
J = Selective Reserve Recruitment Bonus (SRRB) Nurse 3 year program
K = Selective Reserve Recruitment Bonus (SRRB) Doctor 1 year
L = Selective Reserve Recruitment Bonus (SRRB) Doctor 2 year program
M = Selective Reserve Recruitment Bonus (SRRB) Doctor 3 year program

ARMY ENLISTED and NCP BONUS TYPES:

1 = Non prior service Enlistment Bonus – Type 1
2 = Non prior service Enlistment Bonus - Type 2
3 = Non prior service Enlistment Bonus - Type 3
4 = 2nd 3 year Reenlistment with less than 14 years total service
5 = 1st 3 year Reenlistment with less than 14 years total service; 1st or 2nd 3 year Prior Service Bonus with less than 14 years total service.

HELP SCREEN FOR B03-2C CONTINUED

6 = 6 year Reenlistment with less than 14 years total service; 6 year Prior Service Bonus with less than 14 years total service.

7 = Affiliation - 18 months or less remaining on MOS.
8 = Affiliation - more than 18 months remaining on MOS.

F = Nurse Candidate Program (NCP)
N = Non prior service enlistment civilian acquired skills program bonus
P = Non prior service enlistment reserve associate program (USAR only)

ARMY OFFICER and FAP BONUS TYPES:

A = Financial Assistance Program (FAP) 1 year program
B = Financial Assistance Program (FAP) 2 year program
C = Financial Assistance Program (FAP) 3 year program
D = Financial Assistance Program (FAP) 4 year program
E = Financial Assistance Program (FAP) 5 year program
G = Selected Reserve Recruitment Bonus(SRRB), Nurse-1 year program
H = Selected Reserve Recruitment Bonus(SRRB), Nurse-2 year program
J = Selected Reserve Recruitment Bonus(SRRB), Nurse-3 year program
K = Selected Reserve Recruitment Bonus(SRRB), Doctor -1 year program
L = Selected Reserve Recruitment Bonus(SRRB), Doctor -2 year program
M = Selected Reserve Recruitment Bonus(SRRB), Doctor -3 year program

NAVY ENLISTED and NCP BONUS TYPES:

1 = Enlistment Bonus (Initial/Anniversary)
5 = 3 year Prior Service Enlistment (Initial/Anniversary)
3 year Tier Prior Service Enlistment (Initial/Anniversary)
3 year Reenlistment (Initial/Anniversary)
3 year Tier Reenlistment (Initial/Anniversary)
6 = 6 year Prior Service Enlistment (Initial/Anniversary)
6 year Tier Prior Service Enlistment (Initial/Anniversary)
6 year Reenlistment (Initial/Anniversary)
6 year Tier Reenlistment (Initial/Anniversary)
7 = Affiliation Bonus (less than or equal to 18 months)
Affiliation Tier Bonus (less than or equal to 18 months)
8 = Affiliation Bonus (Initial/Anniversary, greater than 18 months)
Affiliation Tier Bonus (Initial/Anniversary, greater than 18 months)
F = Nurse Candidate Program (NCP)
Q = 3 year Individual Ready Reserve (IRR) (Initial/Anniversary)
R = 6 year Individual Ready Reserve (IRR) (Initial/Anniversary)

HELP SCREEN FOR B03-2C CONTINUED

NAVY OFFICER and FAP BONUS TYPES:

A = Financial Assistance Program (FAP) 1 installment program effective Nov 29, 1989
B = Financial Assistance Program (FAP) 2 installment program effective Nov 29, 1989
C = Financial Assistance Program (FAP) 3 installment program effective Nov 29, 1989

D = Financial Assistance Program (FAP) 4 installment program effective Nov 29, 1989
E = Financial Assistance Program (FAP) 5 installment program effective Nov 29, 1989
G = Selected Reservist (SRRB) Recruitment Bonus (Nurse-1 year)
H = Selected Reservist (SRRB) Recruitment Bonus (Nurse-2 year)
J = Selected Reservist (SRRB) Recruitment Bonus (Nurse-3 year)
K = Selected Reservist (SRRB) Recruitment Bonus (Doctor -1 year)
L = Selected Reservist (SRRB) Recruitment Bonus (Doctor -2 year)
M = Selected Reservist (SRRB) Recruitment Bonus (Doctor -3 year)
O = Nuclear Accession Bonus

EFFECTIVE DATE OF TERMINATION
The date the bonus is terminated in YYMMDD format.

TERMINATION REASON

Army:

E = Unsatisfactory Participation
F = Transferred to another Reserve Component
G = Transferred to active Enlisted Force
H = Transferred to Officer Corps
I = Unauthorized change in Military Occupational Specialty (MOS)
J = Transferred to Non-bonus eligible unit or skill.
K = Accepted civilian position, where Reserve membership is a condition of employment
L = Assigned to AT or ADT in excess of 90 days in support of the Reserve Component Program
M = Other
Z = Last payment

NOTE: If the last payment for Bonus Type is 1-8, Q or R, the value will be "Z". If value equals "Z", all other data element values must be spaces except the Record Indicator, SSN, Name, Bonus Type, Effective Date of Termination, ST-PGMA, TIN and Submission Date.

HELP SCREEN FOR B03-2C CONTINUED

Air Force and Navy:
A = Enlisted with bonus
B = Enlisted with Educational Assistance
C = Re-enlisted/extended with bonus for 3 years
D = Re-enlisted/extended with bonus for 6 years
E = Unsatisfactory Participant
F = Transferred to another Reserve Component
G = Transferred to Active Enlisted force
H = Transferred to Officer Corps
I = Unauthorized change in Military Occupational Specialty (MOS)
J = Transferred to non-bonus eligible unit or skill

K = Accepted civilian position, where Reserve membership is a condition of employment
L = Assigned to AT or ADT in excess of 90 days in support of the Reserve Component Program
M = Other
N = Previous incentive recipient (contract completed) present
Q = Not receiving incentive (no previous incentive)
R = Affiliated with bonus for 18 months or less
S = Affiliated with bonus for more than 18 months
V = Converted from Educational Assistance to Enlistment bonus
W = Converted from Enlisted Bonus to Educational Assistance
Z = Last payment

NOTE: If the last payment for Bonus Type is 1-8, Q or R, the value will be "Z". If value equals "Z", all other data element values must be spaces except the Record Indicator, SSN, Name, Bonus Type, Effective Date of Termination, ST-PGMA, TIN and Submission Date.

NUMBER OF MONTHS PARTICIPATION

Air Force and Army:
Zero-fill for bonus termination without recoupment. For bonus termination with recoupment, enter the number of months of satisfactory participation. Leave blank if Bonus Type is A-F or G-M.

Navy:
Must be less than 96 if the Bonus Type equals 1-4, 6, N or P.
Must be less than 36 if the Bonus Type equals 5.
Must be 18 or less if the Bonus Type equals 7.
Must be 96 or less if the Bonus Type equals 8.
Must be 00 if not recoupment or adjustment is required. Must be spaces if bonus type = A - M.

HELP SCREEN FOR B03-2C CONTINUED

NUMBER OF MONTHS MEMBER CONTRACTED

Air Force: No data to enter.

Army:
Enter the number of months a member is obligated to serve on the enlistment/reenlistment contract. The following applies to this field:

1. Non Prior Service Enlistment Bonuses – The contract is for 72 months. When terminating these bonuses, enter "72" in this field.

2. Prior Service Enlistment bonuses and Reenlistment Bonuses are for either "36" or "72" months.

3. Affiliation Bonuses – Enter the number of months the soldier affiliated with the unit. For example: a soldier affiliates for 44 months with the unit and receives their first increment of the bonus entitlement. After 12 months the soldier leaves the unit and you must terminate the bonus. You must enter "44" in this field.

Navy:
May be blank or entered the Contracted Bonus Amount, amount entered must be greater than 000000.

If the Bonus Type = 8, value will equal the number of months the member contracted for.
If Bonus Type = 1, 6, or R, value must be less than or equal to 96.
If Bonus Type = 5 or Q, value must be less than or equal to 36.
If Bonus Type = 7, value must be less than or equal to 18.

CONTRACTED BONUS AMOUNT
If filled, must not exceed $8000.00. The dollar amount entered should equal the total amount of the bonus the member is entitled to up to termination date.

Air Force:
No data to enter.

Army:
Enter the full amount of the bonus contract.

Navy:
000000 or Contracted Bonus Amount, not to exceed 5000.00, if the Deleted Indicator is spaces and the Number of Months Participation is greater than zero.

HELP SCREEN FOR B03-2C CONTINUED

ORDER NUMBER
Air Force and Army:
No data to enter.

Navy: Last position of Fiscal Year (FY) in which member was entitled to initial payment plus the last five positions of the Standard Document Number (SDN).

ACCOUNTING PROCESSING CODE

Air Force:
If Bonus Type = 1, enter one of the following codes:
ZZC671 - ANG - (Non-Prior Service) – Initial
ZZC672 - ANG - (Non-Prior Service) - Anniversary
ZZZ828 - AFRES - (Non-Prior Service) - Initial
ZZZ829 - AFRES - (Non-Prior Service) - Anniversary

If Bonus Type = 2, enter one of the following codes:
ZZC671 - ANG - (Non-Prior Service) – Initial
ZZC672 - ANG - (Non-Prior Service) - Anniversary
ZZZ828 - AFRES - (Non-Prior Service) - Initial
ZZZ829 - AFRES - (Non-Prior Service) - Anniversary

If Bonus Type = 3, enter one of the following codes:
ZZC671 - ANG - (Non-Prior Service) - Initial
ZZC672 - ANG - (Non-Prior Service) - Anniversary
ZZZ828 - AFRES - (Non-Prior Service) - Initial
ZZZ829 - AFRES - (Non-Prior Service) - Anniversary

If Bonus Type = 4, enter one of the following codes:
ZZC677 - ANG - Prior Service Re-enlist (6years) - Initial
ZZC678 - ANG - Prior Service Re-enlist (6years) - Anniversary
ZZZ832 - AFRES - Prior Service Re-enlist (6years) - Initial

ZZZ833 - AFRES - Prior Service Re-enlist (6years) - Anniversary

If Bonus Type = 5, enter one of the following codes:
ZZC675 - ANG - Re-enlist (3years) - Initial
ZZC676 - ANG - Re-enlist (3years) - Anniversary
ZZC687 - ANG - Prior Service Re-enlist (3years) - Initial
ZZC688 - ANG - Prior Service Re-enlist (3years) - Anniversary
ZZZ830 - AFRES - Re-enlist (3years) - Initial
ZZZ831 - AFRES - Re-enlist (3years) - Anniversary
ZZZ844 - AFRES - Prior Service Re-enlist (3years) - Initial
ZZZ845 - AFRES - Prior Service Re-enlist (3years) - Anniversary

HELP SCREEN FOR B03-2C CONTINUED

If Bonus Type = 6, enter one of the following codes:
ZZC677 - ANG - Re-enlist (6years) - Initial
ZZC678 - ANG - Re-enlist (6years) - Anniversary
ZZC689 - ANG - Prior Service Re-enlist (6years) - Initial
ZZC690 - ANG - Prior Service Re-enlist (6years) - Anniversary
ZZZ832 - AFRES - Re-enlist (6years) - Initial
ZZZ833 - AFRES - Re-enlist (6years) - Anniversary
ZZZ846 - AFRES - Prior Service Re-enlist (6years) - Initial
ZZZ847 - AFRES - Prior Service Re-enlist (6years) - Anniversary

If Bonus Type = 7, enter one of the following codes:
ZZC679 - ANG - Affiliation (Less than or Equal to 18 months) - Initial
ZZZ835 - AFRES - Affiliation (Less Than 12 months) - Initial

If Bonus Type = 8, enter one of the following codes:
ZZC681 - ANG - Affiliation (Greater Than 18months) - Initial
ZZC682 - ANG - Affiliation (Greater Than 18months) - Anniversary
ZZZ835 - AFRES - Affiliation (Greater Than 12months) - Initial
ZZZ836 - AFRES - Affiliation (Greater Than 12months) - Anniversary

If Bonus Type = Q, enter one of the following codes:
ZZZ840 - 3Year Individual Ready Reserve (IRR) Enlistment (PAS 97) - Initial
ZZZ841 - 3Year Individual Ready Reserve (IRR) Enlistment (PAS 97) - Anniversary

If Bonus Type = R, enter one of the following codes:
ZZZ842 - 6Year Individual Ready Reserve (IRR) Enlistment (PAS 97) - Initial
ZZZ843 - 6Year Individual Ready Reserve (IRR) Enlistment (PAS 97) - Anniversary

Army:
Leave blank if Bonus type = A-M or Delete Indicator is not spaces and Number of Months Participation is 00.

If Bonus Type = 1, enter one of the following codes:
18G211 - ARNG (Non-Prior Service) - Initial
18G221 - ARNG (Non-Prior Service) - Anniversary
32R211 - USAR (Non-Prior Service) - Initial
32R221 - USAR (Non-Prior Service) - Anniversary

If Bonus Type = 2, enter one of the following codes:
18G211 - ARNG (Non-Prior Service) - Initial
18G221 - ARNG (Non-Prior Service) - Anniversary
32R211 - USAR (Non-Prior Service) - Initial
32R221 - USAR (Non-Prior Service) - Anniversary

HELP SCREEN FOR B03-2C CONTINUED

If Bonus Type = 3, enter one of the following codes:
18G211 - ARNG (Non-Prior Service) - Initial
18G221 - ARNG (Non-Prior Service) - Anniversary
32R211 - USAR (Non-Prior Service) - Initial
32R221 - USAR (Non-Prior Service) - Anniversary

If Bonus Type = 4, enter one of the following codes:
18G611 - ARNG 2nd 3Year Re-enlistment with Less Than 14 years total service - Initial
18G621 - ARNG 2nd 3Year Re-enlistment with Less Than 14 years total service - Anniversary
32R611 - USAR 2nd 3Year Re-enlistment with Less Than 14 years total service - Initial
32R621 - USAR 2nd 3Year Re-enlistment with Less Than 14 years total service - Anniversary

If Bonus Type = 5, enter one of the following codes:
18G511 - ARNG 1st 3Year Re-enlistment with less than 14 years total service - Initial
18G521 - ARNG 1st 3Year Re-enlistment with less than 14 years total service - Anniversary
18G711 - ARNG 1st or 2nd 3Year Prior Service with less than 14 years total service - Initial
18G721 - ARNG 1st or 2nd 3Year Prior Service with less than 14 years total service - Anniversary
32R084 - USAR 1st or 2nd 3Year Prior Service with less than 14 years total service - Initial
32R085 - USAR 1st or 2nd 3Year Prior Service with less than 14 years total service - Anniversary
32R611 - USAR 1st 3Year Re-enlistment with less than 14 years total service - Initial
32R621 - USAR 1st 3Year Re-enlistment with less than 14 years total service - Anniversary

If Bonus Type = 6, enter one of the following codes:
18G611 - ARNG 6year-Re-enlistment with less than 14 years total service - Initial
18G621 - ARNG 6year-Re-enlistment with less than 14 years total service - Anniversary
18G811 - ARNG 6year-Prior Service with less than 14 years total service - Initial
18G821 - ARNG 6year-Prior Service with less than 14 years total service -Anniversary
32R084 - USAR 6year-Prior Service with less than 14 years total service - Initial
32R085 - USAR 6year-Prior Service with less than 14 years total service -Anniversary

HELP SCREEN FOR B03-2C CONTINUED

32R611 - USAR 6year-Re-enlistment with less than 14 years total service - Initial
32R621 - USAR 6year-Re-enlistment with less than 14 years total service - Anniversary

If Bonus Type = 7, enter one of the following codes:
18G411 - ARNG Affiliation (18 months or less) - Initial
32R411 - USAR Affiliation (18 months or less) - Initial

If Bonus Type = 8, enter one of the following codes:
18G411 - ARNG Affiliation (Greater Than 18 months) - Initial
18G421 - ARNG Affiliation (Greater Than 18 months) - Anniversary
32R411 - USAR Affiliation (Greater Than 18 months) - Initial
32R421 - USAR Affiliation (Greater Than 18 months) - Anniversary

If Bonus Type = N, enter one of the following codes:
18G211 - ARNG Non-Prior Service Enlisted Civilian Acquired Skills Program - Initial
18G221 - ARNG Non-Prior Service Enlisted Civilian Acquired Skills Program - Anniversary
32R211 - USAR Non-Prior Service Enlisted Civilian Acquired Skills Program - Initial
32R221 - USAR Non-Prior Service Enlisted Civilian Acquired Skills Program - Anniversary

If Bonus Type = P, enter one of the following codes:
32R211 - USAR Non-Prior Service Enlistment Reserve Associate Program - Initial
32R221 - USAR Non-Prior Service Enlistment Reserve Associate Program - Anniversary

Navy:
Spaces if Bonus Type = A - M.

Value will be spaces if Delete Indicator is not spaces and the Number of Months Participation is 00.

If Bonus Type = 1 - 8, Q or R and the Delete Indicator is spaces and the Number of Months Affiliation is not 00, select from the following:

If Bonus Type = 1, enter one of the following codes:
V71831 - Enlistment Bonus - Initial
V71832 - Enlistment Bonus - Anniversary

HELP SCREEN FOR B03-2C CONTINUED

If Bonus Type = 5, enter one of the following codes:
V71822 - 3Year Prior Service Enlistment - Initial
V71823 - 3Year Prior Service Enlistment - Anniversary
V71824 - 3Year Tier Prior Service Enlistment - Initial
V71825 - 3Year Tier Prior Service Enlistment - Anniversary
V71841 - 3Year Re-enlistment - Initial
V71842 - 3Year Re-enlistment - Anniversary
V71845 - 3Year Tier Re-enlistment - Initial
V71846 - 3Year Tier Re-enlistment - Anniversary

If Bonus Type = 6, enter one of the following codes:
V71826 - 6Year Prior Service Enlistment - Initial
V71827 - 6Year Prior Service Enlistment - Anniversary
V71828 - 6Year Tier Prior Service Enlistment - Initial
V71829 - 6Year Tier Prior Service Enlistment - Anniversary
V71843 – 6Year Re-enlistment - Initial
V71844 - 6Year Re-enlistment - Anniversary
V71847 - 6Year Tier Re-enlistment - Initial
V71848 - 6Year Tier Re-enlistment - Anniversary

If Bonus Type = 7, enter one of the following codes:
V71851 – Affiliation (18 months or less)
V71854 - Tier Affiliation (18months or less)

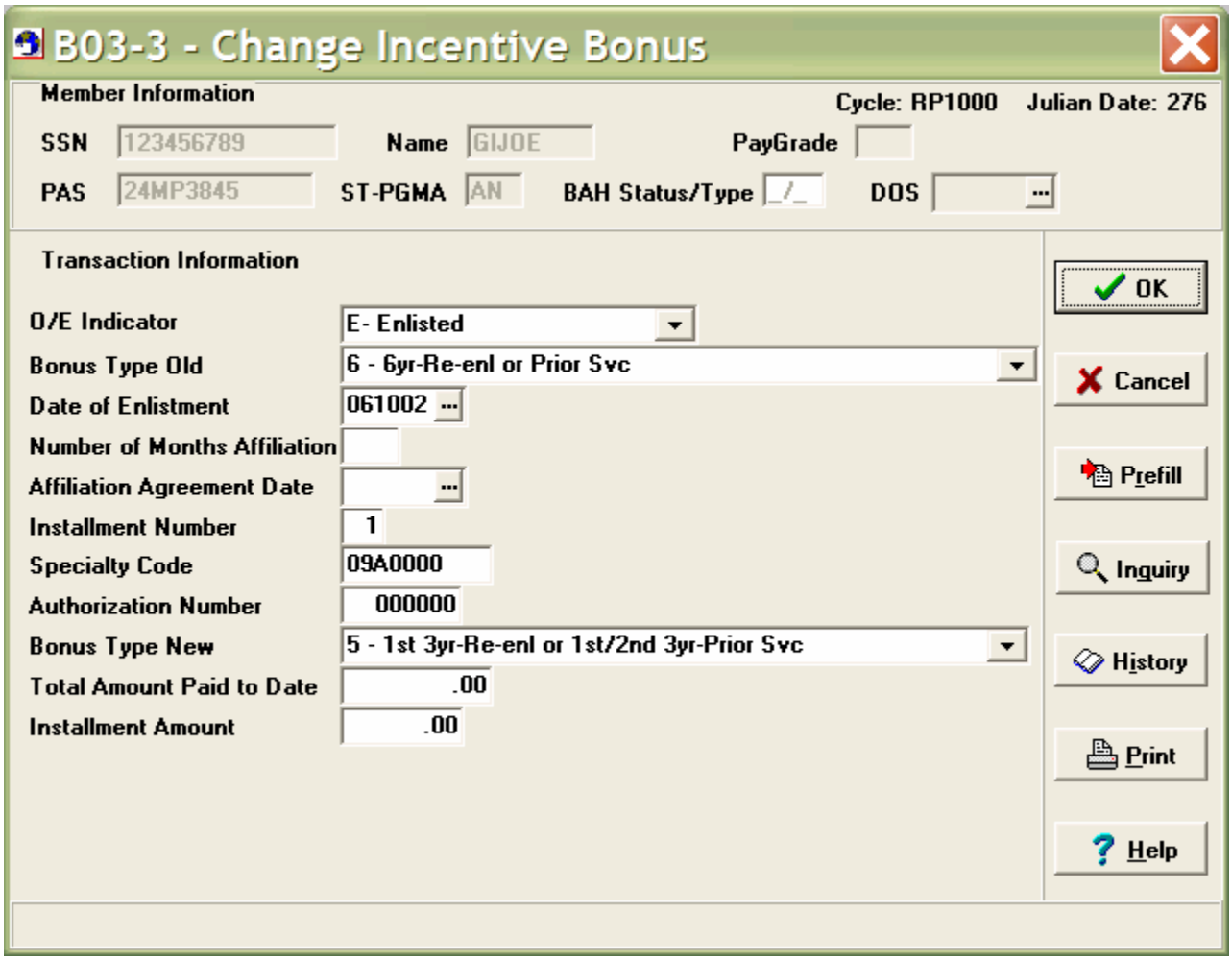
If Bonus Type = 8, enter one of the following codes:
V71852 – Affiliation (Greater Than 18 months)- Initial
V71853 - Affiliation (Greater Than 18 months)- Anniversary
V71855 - Tier Affiliation (Greater Than 18 months)- Initial
V71856 - Tier Affiliation (Greater Than 18 months)- Anniversary

If Bonus Type = Q, enter one of the following codes:
V71861 - 3Year Individual Ready Reserve (IRR) - Initial
V71862 - 3Year Individual Ready Reserve (IRR) - Anniversary

If Bonus Type = R, enter one of the following codes:
V71868 - 6Year Individual Ready Reserve (IRR) - Initial
V71869 - 6Year Individual Ready Reserve (IRR) – Anniversary

DELETE INDICATOR
Enter ‘D’ to delete a previous B03-2 transaction, otherwise leave blank.

B03-3 Change Incentive Bonus



HELP SCREEN FOR B03-3 CHANGE INCENTIVE BONUS

B03-3 CHANGE INCENTIVE BONUS

O/E INDICATOR
If the Pay Grade field contains a 01 through 10 or a 21 through 25, the O/E Indicator field will be pre-filled with an "O". If the Pay Grade field contains a 31 through 39, the O/E Indicator field will be pre-filled with an "E". If pre-fill is not available, enter one of the following:

O = Officer/Warrant Officer

E = Enlisted

BONUS TYPE (OLD)
Make a selection from the Drop-down list; (SHOULD BE BONUS TYPE ON SERVICE MEMBERS MMPA)

HELP SCREEN FOR B03-3 CONTINUED

BONUS TYPE (NEW)

Make a selection from the Drop-down list; choices are:

Air Force Enlisted and NCP Bonus Types:
1 = Enlistment Bonus - CAT V1, enlistment bonus for member with a critical specialty enlisting for six years.
2 = Enlistment Bonus - CAT V2, enlistment bonus for member with a critical unit enlisting for six years.
3 = Enlistment Bonus - CAT V3, enlistment bonus for member in a specialty qualified unit enlisting for six years.
4 = Reenlistment Bonus -Re-enlistee or prior service enlistee with less than 6 years of military service, re-enlists for 6 years
5 = Reenlistment Bonus – re enlistee or prior service enlistee with less than 14 years of service, re-enlists for 3-5 years.
6 = Reenlistment Bonus- re enlistee or prior service enlistee with less than 14 years of service, re-enlists for 6 years.
7 = Affiliation Bonus – member affiliating for 18 months or less for Air National Guard (ANG); 12 months or less for Air Force Reserves (AFRES).
8 = Affiliation Bonus – member affiliating for more than 18 months for Air National Guard (ANG); more than 12 months for Air Force Reserve (AFRES).
F = Nurse Candidate Program (NCP)
Q = Individual Ready Reserve (IRR) members enlisting or re-enlisting for less than 6 years
R = Individual Ready Reserve (IRR) members enlisting or re-enlisting for 6 years.

Air Force Officer and FAP Bonus Types:

A = Financial Assistance Program (FAP) 1 year program for Health Professionals.
B = Financial Assistance Program (FAP) 2 year program for Health Professionals.
C = Financial Assistance Program (FAP) 3 year program for Health Professionals.
D = Financial Assistance Program (FAP) 4 year program for Health Professionals.
E = Financial Assistance Program (FAP) 5 year program for Health Professionals.
G = Selective Reserve Recruitment Bonus (SRRB) Nurse 1 year program
H = Selective Reserve Recruitment Bonus (SRRB) Nurse 2 year program
J = Selective Reserve Recruitment Bonus (SRRB) Nurse 3 year program
K = Selective Reserve Recruitment Bonus (SRRB) Doctor 1 year
L = Selective Reserve Recruitment Bonus (SRRB) Doctor 2 year program
M = Selective Reserve Recruitment Bonus (SRRB) Doctor 3 year program

HELP SCREEN FOR B03-3 CONTINUED

Army Enlisted and NCP Bonus Types:
1 = Non prior service Enlistment Bonus – Type 1
2 = Non prior service Enlistment Bonus - Type 2
3 = Non prior service Enlistment Bonus - Type 3
4 = 2nd 3 year Reenlistment with less than 14 years total service
5 = 1st 3 year Reenlistment with less than 14 years total service; 1st or 2nd 3 year Prior Service Bonus with less than 14 years total service. NOTE: In the "authorization number" field on the B03 transaction, enter "009000" to designate prior service.

6 = 6 year Reenlistment with less than 14 years total service; 6 year Prior Service Bonus with less than 14 years total service. NOTE: In the "authorization number" field on the B03 transaction, enter "009000" to designate prior service.
7 = Affiliation - 18 months or less remaining on MOS.
8 = Affiliation - more than 18 months remaining on MOS.
F = Nurse Candidate Program (NCP)
N = Non prior service enlistment civilian acquired skills program bonus
P = Non prior service enlistment reserve associate program (USAR only)

Army Officer and FAP Bonus Types:
A = Financial Assistance Program (FAP) 1 year program
B = Financial Assistance Program (FAP) 2 year program
C = Financial Assistance Program (FAP) 3 year program
D = Financial Assistance Program (FAP) 4 year program
E = Financial Assistance Program (FAP) 5 year program
G = Selected Reserve Recruitment Bonus(SRRB), Nurse-1 year program
H = Selected Reserve Recruitment Bonus(SRRB), Nurse-2 year program
J = Selected Reserve Recruitment Bonus(SRRB), Nurse-3 year program

K = Selected Reserve Recruitment Bonus(SRRB), Doctor -1 year program
L = Selected Reserve Recruitment Bonus(SRRB), Doctor -2 year program
M = Selected Reserve Recruitment Bonus(SRRB), Doctor -3 year program

Navy Enlisted and NCP Bonus Types:
1 = Enlistment Bonus (Initial/Anniversary)
5 = 3 year Prior Service Enlistment (Initial/Anniversary)
3 year Tier Prior Service Enlistment (Initial/Anniversary)
3 year Reenlistment (Initial/Anniversary)

3 year Tier Reenlistment (Initial/Anniversary)
6 = 6 year Prior Service Enlistment (Initial/Anniversary)
6 year Tier Prior Service Enlistment (Initial/Anniversary)
6 year Reenlistment (Initial/Anniversary)
6 year Tier Reenlistment (Initial/Anniversary)

HELP SCREEN FOR B03-3 CONTINUED

7 = Affiliation Bonus (less than or equal to 18 months)
Affiliation Tier Bonus (less than or equal to 18 months)

8 = Affiliation Bonus (Initial/Anniversary, greater than 18 months)
Affiliation Tier Bonus (Initial/Anniversary, greater than 18 months)
F = Nurse Candidate Program (NCP)
Q = 3 year Individual Ready Reserve (IRR) (Initial/Anniversary)
R = 6 year Individual Ready Reserve (IRR) (Initial/Anniversary)

Navy Officer and FAP Bonus Types:
A = Financial Assistance Program (FAP) 1 installment program effective Nov 29, 1989
B = Financial Assistance Program (FAP) 2 installment program effective Nov 29, 1989
C = Financial Assistance Program (FAP) 3 installment program effective Nov 29, 1989
D = Financial Assistance Program (FAP) 4 installment program effective Nov 29, 1989
E = Financial Assistance Program (FAP) 5 installment program effective Nov 29, 1989
G = Selected Reservist (SRRB) Recruitment Bonus (Nurse-1 year)
H = Selected Reservist (SRRB) Recruitment Bonus (Nurse-2 year)
J = Selected Reservist (SRRB) Recruitment Bonus (Nurse-3 year)
K = Selected Reservist (SRRB) Recruitment Bonus (Doctor -1 year)
L = Selected Reservist (SRRB) Recruitment Bonus (Doctor -2 year)
M = Selected Reservist (SRRB) Recruitment Bonus (Doctor -3 year)
O = Nuclear Accession Bonus

TOTAL AMOUNT PAID TO DATE

Air Force
Unsigned numeric. Use the appropriate amount. Use the following amounts for the specific circumstances:

Enlistment Bonus- CAT V1, For AFES - $2,000 prior to 931001.

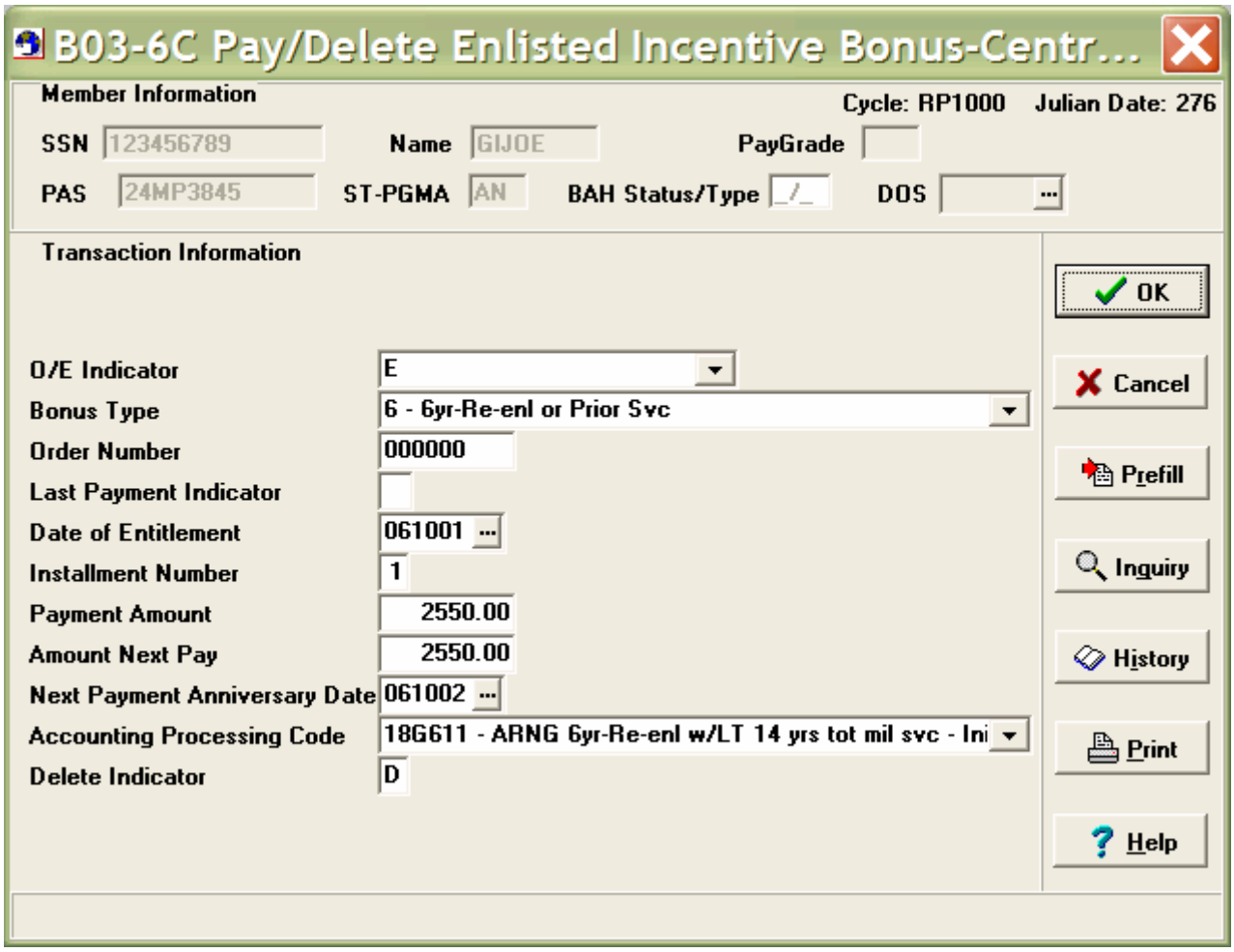
Reenlistment Bonus (Less than 6 years’ service, re-enlists for 6 years. $1,800 if reenlistment is before 861001.

Reenlistment Bonus: 6-8 years service

INSTALLMENT AMOUNT

Air Force and Army
Enter the Personnel/Central Site input amount paid on the installment being changed or recorded.

B03-6C Pay/Delete Enlisted Incentive Bonus



HELP SCREEN FOR B03-6 PAY/DELETE ENLISTED INCENTIVE BONUS

B03-6 PAY/DELETE ENLISTED INCENTIVE BONUS

O/E INDICATOR:
If the Pay Grade field is 31 through 39, this field will be pre-filled with E, for Enlisted. If pre-fill is not available, select the O/E Indicator from the drop down list:

O = Officer/Warrant Officer
E = Enlisted

BONUS TYPE:
Select a Bonus Type from the drop-down list. The lists are displayed according to the member’s branch of service:

HELP SCREEN FOR B03-6 PAY/DELETE ENLISTED INCENTIVE BONUS (con't)

Air Force
1 = Enlistment Bonus - CAT V1, enlistment bonus for member with a critical specialty enlisting for six years.
2 = Enlistment Bonus - CAT V2, enlistment bonus for member with a critical unit enlisting for six years. HELP SCREEN FOR B03-6
3 = Enlistment Bonus - CAT V3, enlistment bonus for member in a specialty qualified unit enlisting for six years.
4 = Reenlistment Bonus -Re-enlistee or prior service enlistee with less than 6 years of military service, re-enlists for 6 years
5 = Reenlistment Bonus – re enlistee or prior service enlistee with less than 14 years of service, re-enlists for 3-5 years.
6 = Reenlistment Bonus- re enlistee or prior service enlistee with less than 14 years of service, re-enlists for 6 years.
7 = Affiliation Bonus – member affiliating for 18 months or less for Air National Guard (ANG); 12 months or less for Air Force Reserves (AFRES).
8 = Affiliation Bonus – member affiliating for more than 18 months for Air National Guard (ANG); more than 12 months for Air Force Reserve (AFRES).
F = Nurse Candidate Program (NCP)
Q = Individual Ready Reserve (IRR) members enlisting or re-enlisting for less than 6 years
R = Individual Ready Reserve (IRR) members enlisting or re-enlisting for 6 years.
S = Reenlistment Bonus – 2nd 3 year reenlistment or 2nd 3 year prior service reenlistment.

Army
1 = Non prior service Enlistment Bonus – Type 1
2 = Non prior service Enlistment Bonus - Type 2
3 = Non prior service Enlistment Bonus - Type 3
4 = 6 year prior service Reenlistment with less than 14 years total service
5 = 1st 3 year Reenlistment with less than 14 years total service; 1st or 2nd 3 year Prior Service Bonus with less than 14 years total service.
6 = 6 year Reenlistment with less than 14 years total service; 6 year Prior Service Bonus with less than 14 years total service.
7 = Affiliation - 18 months or less remaining on MOS.
8 = Affiliation - more than 18 months remaining on MOS.
F = Nurse Candidate Program (NCP)
N = Non prior service enlistment civilian acquired skills program bonus
P = Non prior service enlistment reserve associate program (USAR only)
S = Reenlistment Bonus – 2nd 3 year reenlistment or 2nd 3 year prior service reenlistment.

HELP SCREEN FOR B03-6 PAY/DELETE ENLISTED INCENTIVE BONUS (con't)

Navy
1 = Enlistment Bonus (Initial/Anniversary)
5 = 3 year Prior Service Enlistment (Initial/Anniversary)
3 year Tier Prior Service Enlistment (Initial/Anniversary)

3 year Reenlistment (Initial/Anniversary)
3 year Tier Reenlistment (Initial/Anniversary)

6 = 6 year Prior Service Enlistment (Initial/Anniversary)
6 year Tier Prior Service Enlistment (Initial/Anniversary)
6 year Reenlistment (Initial/Anniversary)
6 year Tier Reenlistment (Initial/Anniversary)

7 = Affiliation Bonus (less than or equal to 18 months)
Affiliation Tier Bonus (less than or equal to 18 months)

8 = Affiliation Bonus (Initial/Anniversary, greater than 18 months)
Affiliation Tier Bonus (Initial/Anniversary, greater than 18 months)

F = Nurse Candidate Program (NCP)
Q = 3 year Individual Ready Reserve (IRR) (Initial/Anniversary)
R = 6 year Individual Ready Reserve (IRR) (Initial/Anniversary)
S = Reenlistment Bonus – 2nd 3 year reenlistment or 2nd 3 year prior service reenlistment.

ORDER NUMBER:

Enter the order number. For the Air Force, enter the order number from the contract. For the Army, the order number will be zero-filled. For the Navy, enter the last position of the Fiscal Year (FY) that the member was entitled to an initial payment, plus the last five positions of the Standard Document Number (SDN).

LAST PAYMENT INDICATOR:

Enter the last payment indicator. For the Army, enter Z if this is the last payment for Bonus Types 1, 2, 3, 4, 5, 6, 7, 8, and P, leave this field blank for all others. For the Navy, enter Z if this is the last payment, or leave this field blank. Leave this field blank if the Bonus Type is Nurse Candidate Program. For the Air Force Reserve, enter Z to indicate the last (final) payment. Leave space-filled except when final (last) payment is made.

DATE OF ENTITLEMENT:

Enter a date in YYMMDD format or select a date using the calendar via the ellipsis button.

HELP SCREEN FOR B03-6 PAY/DELETE ENLISTED INCENTIVE BONUS (con't)

INSTALLMENT NUMBER:

Enter the installment number.

For AFRC, must be 1-7.

For the Army, enter 1 – 3, which represents the following:

1 = Initial payment
2 = 1st installment after initial payment
3 = 2nd installment after initial payment

For the Navy, enter 1 – 7 for the Bonus Types 1 - 8, R or Q.

PAYMENT AMOUNT:
Enter the payment.

For the Air Force:
For officer, must be space
For enlisted, must be numeric and greater than 0

When INSTALL-NBR is equal to 1, must not be greater than Initial Table Amount.

When INSTL-NBR is not equal to 1, must not be greater than the Anniversary Table Amount.

For the Army, the initial payment should be no more than half of the total bonus amount. Installments must equal the yearly payment amount not to exceed 50% of the bonus. Leave this field if the Bonus Type is Nurse Candidate Program.

For the Navy, if the Amount Next Pay is not 000000 and the Delete is spaces, select from the following values:

Less/equal to 5,000.00 if Bonus Type is 1 or 6.
Less/equal to 2,500.00 if Bonus Type is 5.
Less/equal to 900.00 if Bonus Type is 7.
Less/equal to 4,800.00 if Bonus Type is 8.
Less/equal to 750.00 if Bonus Type is Q.
Less/equal to 1500.00 if Bonus Type is R.
Less/equal to 1000.00 if Bonus Type is S.
Leave blank if Bonus Type is F.
AMOUNT NEXT PAY:
Enter the amount of the next payment for the Army and Navy.

HELP SCREEN FOR B03-6 PAY/DELETE ENLISTED INCENTIVE BONUS (con't)

Air Force:
For officer, must be space
For enlisted must not be space if Next Pay Date is valid.

Must be numeric or space.
When space, move zero to Amount Next Pay, DFAS will not edit.

Must not be greater than Anniversary Table Amount.

Army: enter the yearly payment amount not to exceed 50% of the bonus on the first increment payment if the Last Payment Indicator field is blank. Leave this field blank if the Bonus Type is Nurse Candidate Program or if the Last Payment Indicator field was completed.

Navy: leave this field blank if the Last Payment Indicator field was completed or the Bonus Type is Nurse Candidate Program. Otherwise, enter the amount of the next installment if the Bonus Type equals 1-8, R, Q or S and the Last Payment Indicator is blank.

Less/equal to 5,000.00 if Bonus Type is 1 or 6.
Less/equal to 2,500.00 if Bonus Type is 5.
Less/equal to 900.00 if Bonus Type is 7.
Less/equal to 4,800.00 if Bonus Type is 8.
Less/equal to 750.00 if Bonus Type is Q.
Less/equal to 1500.00 if Bonus Type is R.
Less/equal to 1000.00 if Bonus Type is S.
Leave blank if Bonus Type = F.

NEXT PAYMENT ANNIVERSARY DATE

Air Force:
For enlisted bonus type:
Must be a valid date (YYYMMDD) later than the last date of entitlement.

Army:

Enter the date to pay installments from Date of Enlistment if the Last Payment Indicator is blank (The date that the Secretary of Services concerned determines for 2nd payment). Must be in YYMMDD format. Leave blank if Bonus Type = F or the Last Payment Indicator is filled.

HELP SCREEN FOR B03-6 PAY/DELETE ENLISTED INCENTIVE BONUS (con't)

Navy:
Leave blank if the Last Payment Indicator is filled or the Bonus Type is F or enter a valid date subsequent to the last entitlement date if the Last Payment Indicator is blank.

ACCOUNTING PROCESSING CODE
Air Force:
APC (Segment 1):
The user must input the first three characters. The first 2 positions are the Work Center (WC) and are used to identify the organization. The 3rd position is the Training Center and is used to further break down costs within an organization.

APC (Segment 2):
Make a selection from the applicable Drop-down list. Drop-down choices are:

If Bonus Type = 1, select one of the following codes:
671 - ANG - (Non-Prior Service) – Initial
672 - ANG - (Non-Prior Service) - Anniversary
828 - AFRES - (Non-Prior Service) - Initial
829 - AFRES - (Non-Prior Service) - Anniversary

If Bonus Type = 2, select one of the following codes:
671 - ANG - (Non-Prior Service) – Initial
672 - ANG - (Non-Prior Service) - Anniversary
828 - AFRES - (Non-Prior Service) - Initial
829 - AFRES - (Non-Prior Service) - Anniversary

If Bonus Type = 3, select one of the following codes:
671 - ANG - (Non-Prior Service) - Initial
672 - ANG - (Non-Prior Service) - Anniversary
828 - AFRES - (Non-Prior Service) - Initial
829 - AFRES - (Non-Prior Service) - Anniversary

If Bonus Type = 4, select one of the following codes:
677 - ANG - Prior Service Re-enlist (6years) - Initial
678 - ANG - Prior Service Re-enlist (6years) - Anniversary
832 - AFRES - Prior Service Re-enlist (6years) - Initial
833 - AFRES - Prior Service Re-enlist (6years) - Anniversary

If Bonus Type = 5, select one of the following codes:
675 - ANG - Re-enlist (3years) - Initial
676 - ANG - Re-enlist (3years) - Anniversary
687 - ANG - Prior Service Re-enlist (3years) - Initial
688 - ANG - Prior Service Re-enlist (3years) - Anniversary
830 - AFRES - Re-enlist (3years) - Initial
831 - AFRES - Re-enlist (3years) - Anniversary

HELP SCREEN FOR B03-6 PAY/DELETE ENLISTED INCENTIVE BONUS (con't)

844 - AFRES - Prior Service Re-enlist (3years) - Initial
845 - AFRES - Prior Service Re-enlist (3years) - Anniversary

If Bonus Type = 6, select one of the following codes:
677 - ANG - Re-enlist (6years) - Initial
678 - ANG - Re-enlist (6years) - Anniversary
689 - ANG - Prior Service Re-enlist (6years) - Initial
690 - ANG - Prior Service Re-enlist (6years) - Anniversary
832 - AFRES - Re-enlist (6years) - Initial
833 - AFRES - Re-enlist (6years) - Anniversary
846 - AFRES - Prior Service Re-enlist (6years) - Initial
847 - AFRES - Prior Service Re-enlist (6years) - Anniversary

If Bonus Type = 7, select one of the following codes:
679 - ANG - Affiliation (Less than or Equal to 18 months) - Initial
835 - AFRES - Affiliation (Less Than 12 months) - Initial

If Bonus Type = 8, select one of the following codes:
681 - ANG - Affiliation (Greater Than 18months) - Initial
682 - ANG - Affiliation (Greater Than 18months) - Anniversary
835 - AFRES - Affiliation (Greater Than 12months) - Initial
836 - AFRES - Affiliation (Greater Than 12months) - Anniversary

If Bonus Type = Q, select one of the following codes:
840 - 3Year Individual Ready Reserve (IRR) Enlistment (PAS 97) - Initial
841 - 3Year Individual Ready Reserve (IRR) Enlistment (PAS 97) - Anniversary

If Bonus Type = R, select one of the following codes:
842 - 6Year Individual Ready Reserve (IRR) Enlistment (PAS 97) - Initial
843 - 6Year Individual Ready Reserve (IRR) Enlistment (PAS 97) - Anniversary

If Bonus Type = S, select one of the following codes:
628 – ANG – 2nd 3 year prior service – Initial
629 – ANG – 2nd 3 year prior service – Anniversary
649 – ANG – 2nd 3 year Reenlistment – Initial
650 – ANG – 2nd 3 year Reenlistment – Anniversary
844 – AFRES – 2nd 3 year prior service – Initial
845 – AFRES – 2nd 3 year prior service – Anniversary
830 – AFRES – 2nd 3 year Reenlistment – Initial
831 – AFRES – 2nd 3 year Reenlistment - Anniversary

HELP SCREEN FOR B03-6 PAY/DELETE ENLISTED INCENTIVE BONUS (con't)

Army:
Leave blank if Bonus type = A-M or Delete Indicator is not spaces and Number of Months Participation is 00.

If Bonus Type = 1, enter one of the following codes:
18G211 - ARNG (Non-Prior Service) - Initial
18G221 - ARNG (Non-Prior Service) - Anniversary

32R211 - USAR (Non-Prior Service) - Initial
32R221 - USAR (Non-Prior Service) - Anniversary

If Bonus Type = 2, enter one of the following codes:
18G211 - ARNG (Non-Prior Service) - Initial
18G221 - ARNG (Non-Prior Service) - Anniversary
32R211 - USAR (Non-Prior Service) - Initial
32R221 - USAR (Non-Prior Service) - Anniversary

If Bonus Type = 3, enter one of the following codes:
18G211 - ARNG (Non-Prior Service) - Initial
18G221 - ARNG (Non-Prior Service) - Anniversary
32R211 - USAR (Non-Prior Service) - Initial
32R221 - USAR (Non-Prior Service) - Anniversary

If Bonus Type = 4, enter one of the following codes:
18G611 - ARNG 6Year Re-enlistment with Less Than 14 years total service - Initial
18G621 - ARNG 6Year Re-enlistment with Less Than 14 years total service - Anniversary
32R611 - USAR 6Year Re-enlistment with Less Than 14 years total service - Initial
32R621 - USAR 6Year Re-enlistment with Less Than 14 years total service - Anniversary

If Bonus Type = 5, enter one of the following codes:
18G511 - ARNG 1st 3Year Re-enlistment with less than 14 years total service - Initial
18G521 - ARNG 1st 3Year Re-enlistment with less than 14 years total service - Anniversary
18G711 - ARNG 1st 3Year Prior Service with less than 14 years total service - Initial
18G721 - ARNG 1st 3Year Prior Service with less than 14 years total service - Anniversary
32R084 - USAR 1st 3Year Prior Service with less than 14 years total service - Initial
32R085 - USAR 1st 3Year Prior Service with less than 14 years total service - Anniversary

HELP SCREEN FOR B03-6 PAY/DELETE ENLISTED INCENTIVE BONUS (con't)

32R611 - USAR 1st 3Year Re-enlistment with less than 14 years total service - Initial
32R621 - USAR 1st 3Year Re-enlistment with less than 14 years total service - Anniversary

If Bonus Type = 6, enter one of the following codes:
18G611 - ARNG 6year-Re-enlistment with less than 14 years total service - Initial
18G621 - ARNG 6year-Re-enlistment with less than 14 years total service - Anniversary

18G811 - ARNG 6year-Prior Service with less than 14 years total service - Initial
18G821 - ARNG 6year-Prior Service with less than 14 years total service -Anniversary
32R084 - USAR 6year-Prior Service with less than 14 years total service - Initial
32R085 - USAR 6year-Prior Service with less than 14 years total service -Anniversary
32R611 - USAR 6year-Re-enlistment with less than 14 years total service - Initial
32R621 - USAR 6year-Re-enlistment with less than 14 years total service - Anniversary

If Bonus Type = 7, enter one of the following codes:
18G411 - ARNG Affiliation (18 months or less) - Initial
32R411 - USAR Affiliation (18 months or less) - Initial

If Bonus Type = 8, enter one of the following codes:
18G411 - ARNG Affiliation (Greater Than 18 months) - Initial
18G421 - ARNG Affiliation (Greater Than 18 months) - Anniversary
32R411 - USAR Affiliation (Greater Than 18 months) - Initial
32R421 - USAR Affiliation (Greater Than 18 months) - Anniversary

If Bonus Type = N, enter one of the following codes:
18G211 - ARNG Non-Prior Service Enlisted Civilian Acquired Skills Program - Initial
18G221 - ARNG Non-Prior Service Enlisted Civilian Acquired Skills Program - Anniversary
32R211 - USAR Non-Prior Service Enlisted Civilian Acquired Skills Program - Initial
32R221 - USAR Non-Prior Service Enlisted Civilian Acquired Skills Program - Anniversary

HELP SCREEN FOR B03-6 PAY/DELETE ENLISTED INCENTIVE BONUS (con't)

If Bonus Type = P, enter one of the following codes:
32R211 - USAR Non-Prior Service Enlistment Reserve Associate Program - Initial
32R221 - USAR Non-Prior Service Enlistment Reserve Associate Program - Anniversary

If Bonus Type = S, enter one of the following codes:
18G711 – ARNG – 2nd 3 year prior service – Initial
18G712 – ARNG – 2nd 3 year Reenlistment – Anniversary
18G511 – ARNG – 2nd 3 year Reenlistment – Initial
18G521 – ARNG – 2nd 3 year Reenlistment – Anniversary
32R084 – USAR – 2nd 3 year prior service – Initial
32R085 – USAR – 2nd 3 year prior service – Anniversary
32R611 – USAR – 2nd 3 year Reenlistment – Initial
32R621 – USAR – 2nd 3 year Reenlistment - Anniversary

Navy:
Leave blank if Bonus Type = A - M.
Value will be spaces if Delete Indicator is not spaces and the Number of Months Participation is 00.

If Bonus Type = 1 - 8, Q, R or S and the Delete Indicator is spaces and the Number of Months Affiliation is not 00, select from the following:

If Bonus Type = 1, enter one of the following codes:

V71831 - Enlistment Bonus - Initial
V71832 - Enlistment Bonus – Anniversary
V71928 – Enlistment Bonus (Non-Prior Service) – Initial
- Must be 3/15/05 or later; must equal $5,000.00

V71929 - Enlistment Bonus (Non-Prior Service) – Anniversary
- Must be 3/15/05 or later; must equal $1,000.00

If Bonus Type = 5, enter one of the following codes:

V71822 - 3Year Prior Service Enlistment - Initial
V71823 - 3Year Prior Service Enlistment - Anniversary
V71824 - 3Year Tier Prior Service Enlistment - Initial
V71825 - 3Year Tier Prior Service Enlistment - Anniversary
V71841 - 3Year Re-enlistment - Initial
V71842 - 3Year Re-enlistment - Anniversary
V71845 - 3Year Tier Re-enlistment - Initial
V71846 - 3Year Tier Re-enlistment - Anniversary

HELP SCREEN FOR B03-6 PAY/DELETE ENLISTED INCENTIVE BONUS (con't)

If Bonus Type = 6, enter one of the following codes:
V71826 - 6Year Prior Service Enlistment - Initial
V71827 - 6Year Prior Service Enlistment - Anniversary
V71828 - 6Year Tier Prior Service Enlistment - Initial
V71829 - 6Year Tier Prior Service Enlistment - Anniversary
V71843 – 6Year Reenlistment - Initial
V71844 - 6Year Reenlistment - Anniversary
V71847 - 6Year Tier Reenlistment - Initial
V71848 - 6Year Tier Reenlistment - Anniversary

If Bonus Type = 7, enter one of the following codes:
V71851 – Affiliation (18 months or less)
V71854 - Tier Affiliation (18months or less)

If Bonus Type = 8, enter one of the following codes:
V71852 – Affiliation (Greater Than 18 months)- Initial
V71853 - Affiliation (Greater Than 18 months)- Anniversary
V71855 - Tier Affiliation (Greater Than 18 months)- Initial
V71856 - Tier Affiliation (Greater Than 18 months)- Anniversary

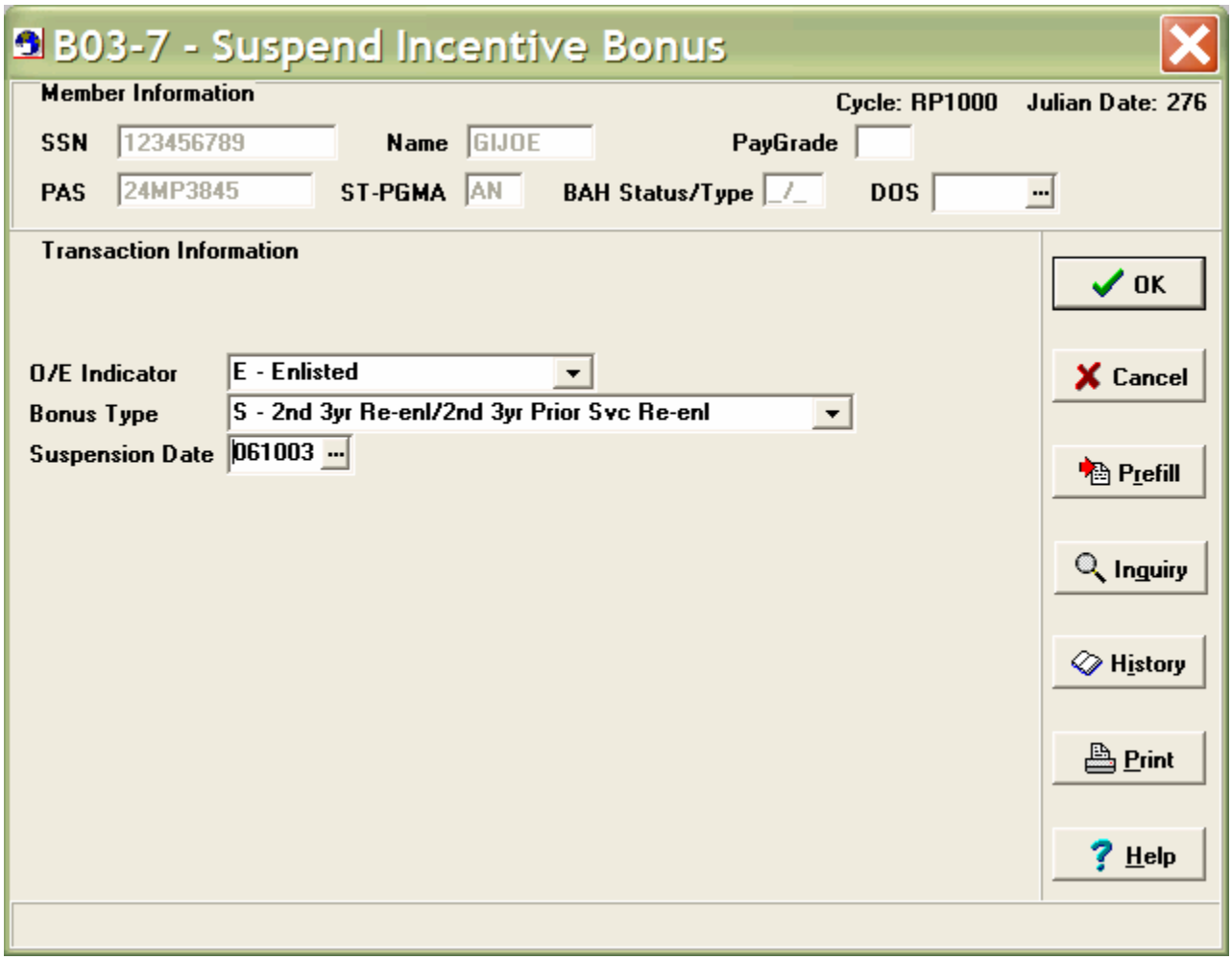
If Bonus Type = Q, enter one of the following codes:
V71861 - 3Year Individual Ready Reserve (IRR) - Initial
V71862 - 3Year Individual Ready Reserve (IRR) - Anniversary

If Bonus Type = R, enter one of the following codes:
V71868 - 6Year Individual Ready Reserve (IRR) - Initial
V71869 - 6Year Individual Ready Reserve (IRR) - Anniversary

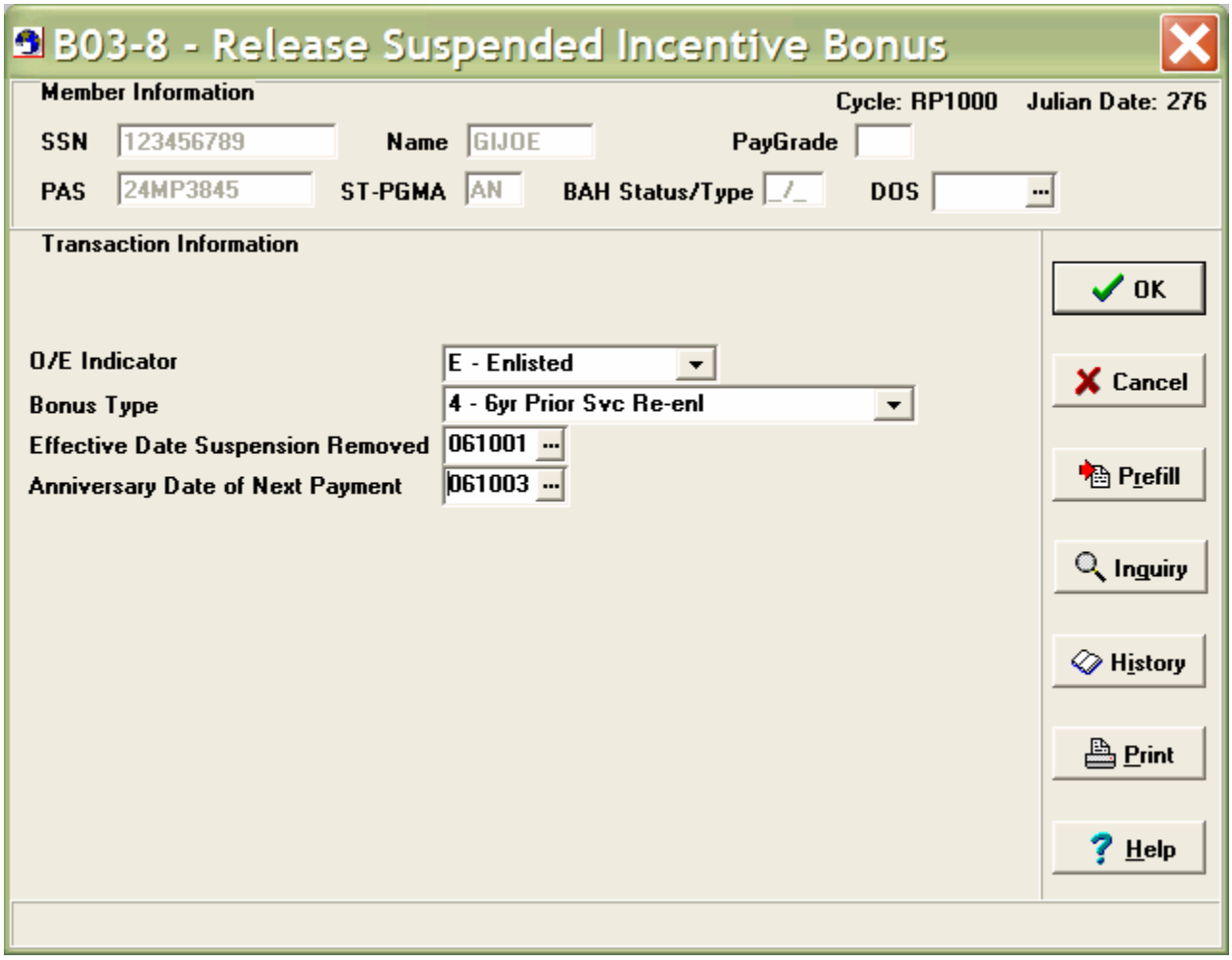
If Bonus Type = S, enter one of the following codes:
V71824 – 2nd 3 year prior service – Initial
V71825 – 2nd 3 year prior service – Anniversary

V71845 – 2nd 3 year Reenlistment – Initial
V71846 – 2nd 3 year Reenlistment – Anniversary

B03-7 Suspend Incentive Bonus



B03-8 Release Suspended Incentive Bonus



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Chapter 17

SEPARATIONS

A. BACKGROUND

A separation from National Guard/Reserves is a discharge or release from duty, retirement, or death. If retired, a soldier might be asked to voluntarily join the Inactive Ready Reserve (IRR) or the Inactive National Guard (ING) to be called up if their specialty is needed for any period of time.

This module will provide an overview of processing procedures for final separation action by the field servicing activity separating the member or by Central Site. It is important to note that before a member is separated from the service, it is the last opportunity for the servicing field office to make corrections or input adjustments to the separating account. Soldiers not taken off the rolls/separated in a timely manner may have an erroneous SGLI debt if the collection is not stopped when the service member is no longer participating. The servicing finance office should review the soldiers account for any debts/pay/bonus problems before separating them. A Reserve or National Guard soldier can retire with 20 years of service. Retirement benefits for these retired soldiers will begin when the soldiers reach age 60.

B. SEPARATION

- A member is eligible for separation from the service when the period of obligated service has been served.
- A member retires after 20 or more years of service.
- A member expires/dies.

C. SEPARATION PROCESS

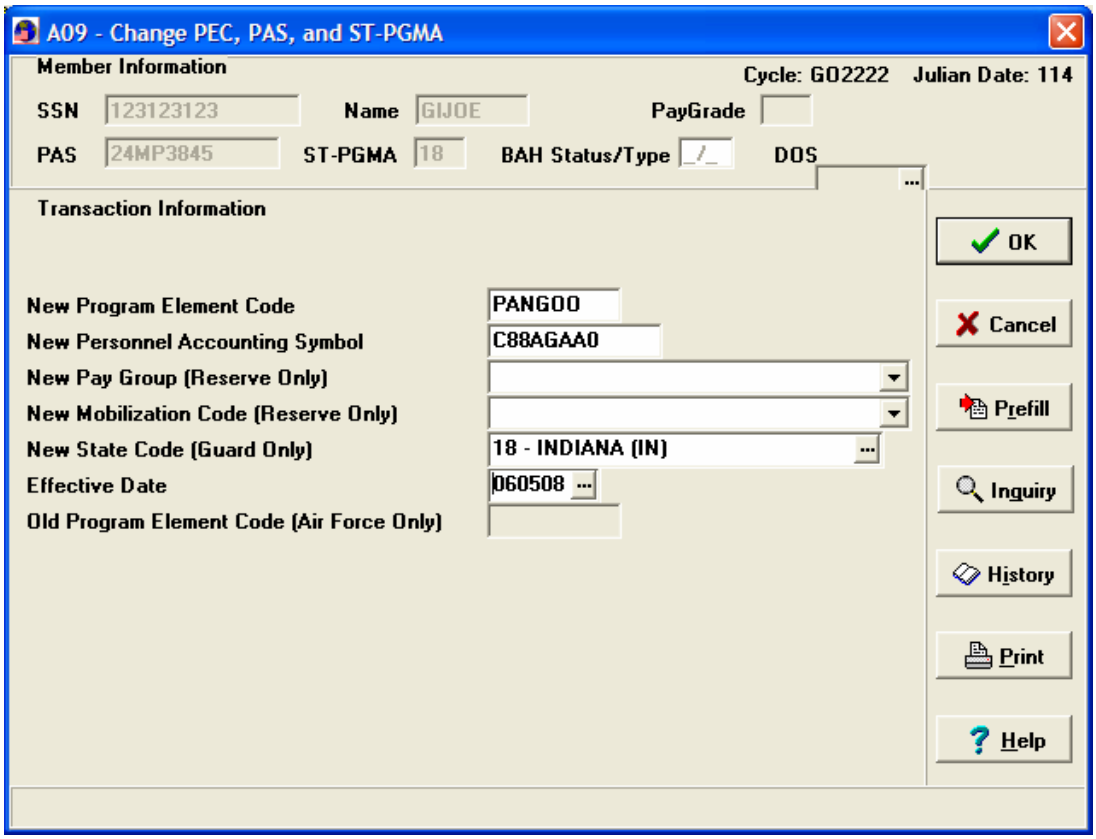
- The unit sends separation information to the personnel office; the personnel office cuts the separation orders through the PERSCOM system. PERSCOM then sends separation orders back to the unit for processing. The Field Finance Office may also report a separation if PERSCOM input has not been made. Separation paperwork/information is then forwarded to ARPERSCOM in St. Louis.

D. DEFINITIONS

Date of Separation: Identified on the MMPA as date-of-SEP, is not present unless the soldier is separated.

- For Reserve and National Guard personnel, the DOS can be removed/deleted by reenlistment. If the service member's account/MMPA is still present in the PRAA application of the DJMS system, the servicing office would input an A09 transaction to reactivate the account. If the MMPA is no longer present a full accession will need to be processed.

SAMPLE OF A09 TRANSACTION



HELP SCREEN FOR A09 TRANSACTION

A09 CHANGE PROGRAM ELEMENT CODE (PEC), PERSONNEL ACCOUNTING SYMBOL (PAS) and STATE PAY GROUP MOBILIZATION AUGMENTEE CODE (ST-PGMA)

For Reserve members, enter data in the New Pay Group and New Mobilization Code fields to update the ST-PGMA data element on the DJMS MMPA.

HELP SCREEN FOR A09 TRANSACTION (con’t)

For Guard members, enter data in the New State Code field to update the ST-PGMA data element on the DJMS MMPA.

NEW PROGRAM ELEMENT CODE

You may leave this field blank for Army and Navy members or enter the new Program Element Code. This field is required for Air Force members and the first five positions must be alphanumeric and the last position must be "F".

NEW PERSONNEL ACCOUNTING SYMBOL
You may leave this field blank or enter the new Personnel Accounting Symbol.

For Air Force and Army members this will be comprised of the two-position Site ID and the six-position Unit Identification Code of the member’s assigned unit.

For Navy members, use one of the following:

S40 plus the RUIC = Selected Reserve (SELRES) members
960 plus the RUIC = Individual Ready Reserve (IRR) members assigned to Volunteer Training Units (VTU)
96M plus RUIC = Merchant Marine
97068327 = Individual Ready Reserve (IRR) members who received a bonus and are subject to muster
S8FAP110 = Financial Assistance Program
S8HPSP10 = Health Professionals Scholarship Program (HPSP)
S8NCP110 = Nurse Candidate Program (NCP)
S8STRA40 = Special Training Assistance for Health Professionals (STAHP)

NEW PAY GROUP (RESERVE ONLY)

Leave this field blank for Guard members or if you are not updating the ST-PGMA for Reserve members. This field and the New Mobilization Code fields are used to update the ST-PGMA data element on the DJMS MMPA, therefore both fields must be blank or both fields must contain data. If you are updating the ST-PGMA, select the new Pay Group code from the drop down list that is displayed according to branch of service:

Air Force:
A = 48 periods of IDT and 15 days Annual Active Duty Training
B = 24 periods of IDT and 15 days Annual Active Duty Training
D = 15 days Annual Active Duty Training
F = Initial Active Duty Training

HELP SCREEN FOR A09 TRANSACTION

Army:
A = 48 periods of IDT and 15 days Annual Active Duty Training
B = 24 periods of IDT and 15 days Annual Active Duty Training

Navy:
A = All except HPIP
H = HPIP

NEW MOBILIZATION CODE (RESERVE ONLY)

Leave this field blank for Guard members or if you are not updating the ST-PGMA for Reserve members. This field and the New Pay Group fields are used to update the ST-PGMA data element on the DJMS MMPA, therefore both fields must be blank or both fields must contain data. If you are updating the ST-PGMA, select the new Mobilization Code from the drop down list that is displayed according to branch of service:

Air Force:
A = Individuals in Units (Trained in Units)
B = Individual Mobilization Augmentees IMAs (Trained Individuals Non-unit IMAs)
C = Active Status List (Standby Reserve)
F = Personnel Currently on IADT
H = Untrained Members of the IRR
N = Non-Mobilization Augmentee
R = Individual Active Guard Reserve
X = Personnel in Other Training Programs

Army:
N = All Except HPIP

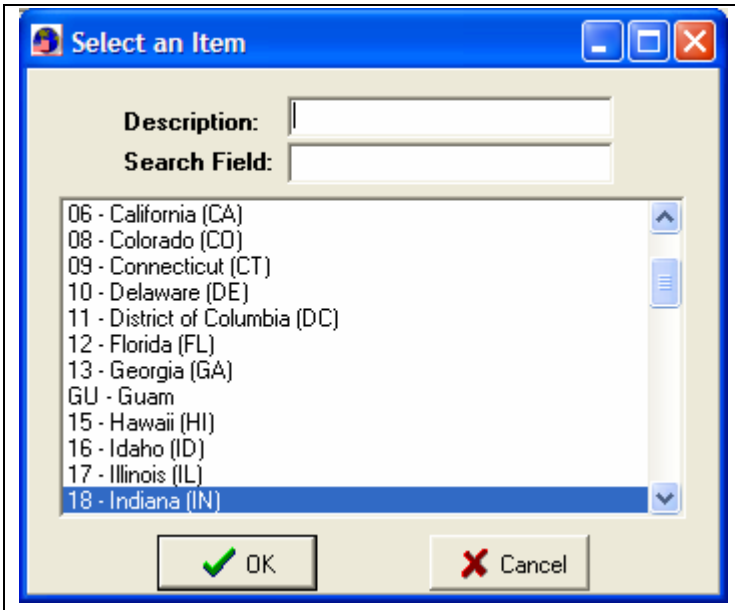
Navy:

N = All Except HPIP
P = HPIP

NEW STATE CODE (GUARD ONLY)

Leave this field blank for Reserve members or if you are not updating the ST-PGMA for a Guard member. If you are updating the ST-PGMA, enter the two-position State Code or select a code from the window displayed via the ellipsis button.

The following screen will be displayed:



The State Codes along with the State Names are listed in this window. You can scroll down the list to find the state you are looking for, or you can use the Description or Search Field boxes. Description will search for the actual state name, and Search Field will search for the code. After you have highlighted the state you were looking for, click OK and it will be auto-filled on the transaction input screen. Click Cancel to close this window without action. Click here to see a list of States and their corresponding codes.

EFFECTIVE DATE

You may leave this field blank or enter a date in YYMMDD format or select a date using the calendar via the ellipsis button. This is the date of the re-assignment or transfer. For Army members, this field must be left blank if the New Program Element Code is not PANG00 or PAPD00.

OLD PROGRAM ELEMENT CODE (AIR FORCE ONLY)
Leave this field blank for Army and Navy members. For Air Force members the first five positions must be alphanumeric and the last position must be "F".

Expiration of Term of Service (ETS): Identified on page 1 of the MMPA is equal to the Expiration Term of Obligated Service.

- It conveys the end of an enlisted member’s current term of service.

- The ETS changes only when a member’s reenlistment or extension is executed.

Management Notice: A Management Notice is an advisory message generated by DJMS-RC to the field or Central Site.

E. EFFECTS ON THE MMPA.

Changes to the MMPA are reflective based on the following Separation input or the approaching **ETS** or **DOS**:

- If the service member has an open debt at the time of **Separation, the debt information will systematically be routed to the Debt and Claims Management Mission Area to be collected. (DS debts will not roll to Debt and Claims.)**

F. SUSPENDED/NON-PAY ACCOUNT REASONS:

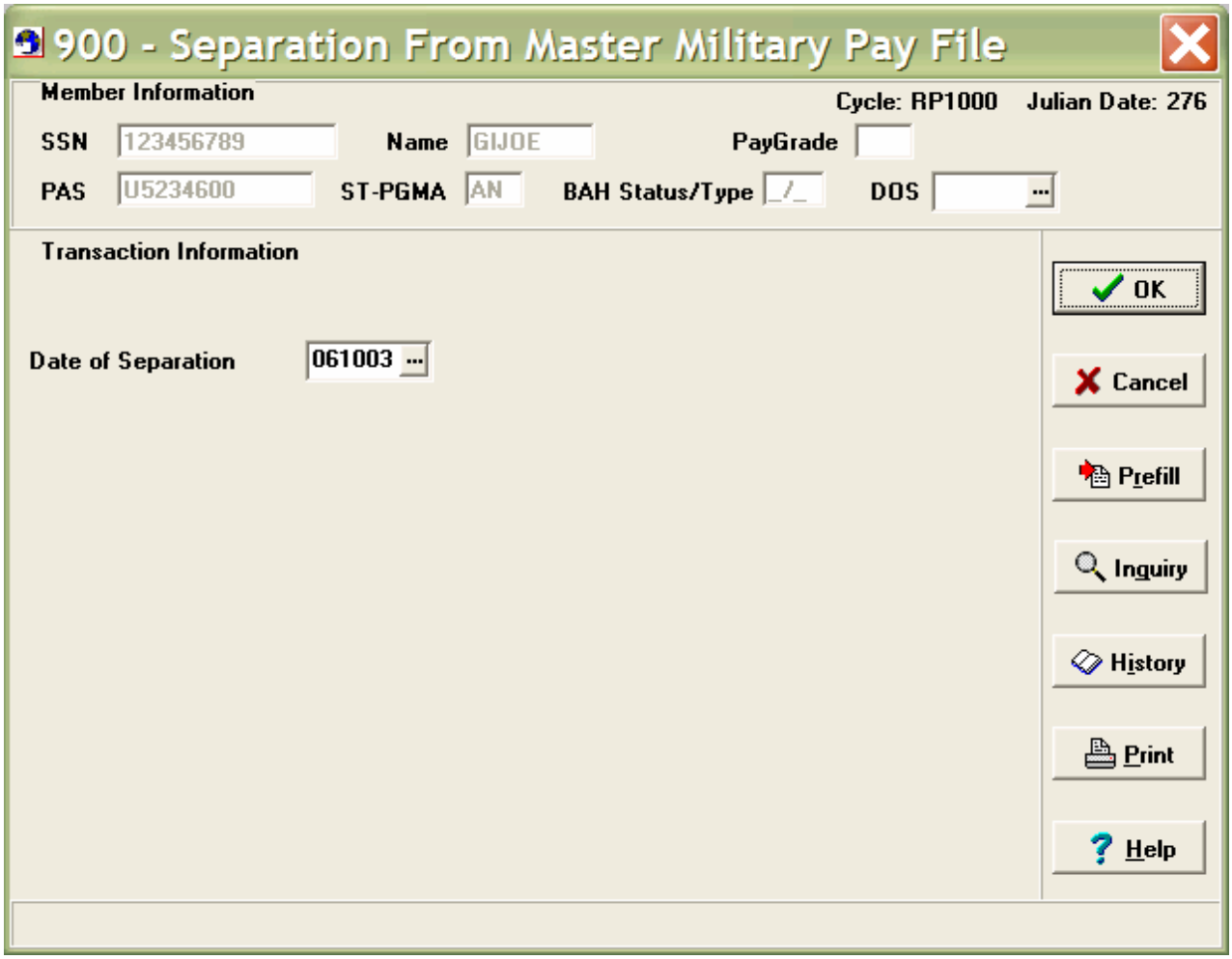
a. MMPA expiration of term of service (**ETS**) has passed, but no separation transaction was input by the field.

b. Separation transaction was input by the field but rejected.

G. SEPARATION TRANSACTION

Separation of a Reserve or National Guard soldier is done with a 900 Separation Transaction. This Transaction must have/use the field/unit PAS (from page 1 of MMPA) in order to process.

SAMPLE OF 900 SEPARATION TRANSACTION



HELP SCREEN FOR 900 SEPARATION TRANSACTION

900 SEPARATION

DATE OF SEPARATION

Enter the effective date of separation in YYMMDD format.

(remainder of page reserved for future use)

APPENDIX LIST

APPENDIX	A	TERMS AND ABBREVIATIONS
APPENDIX	B	DJMS-RC REPORTS
APPENDIX	C	SITE ID AND LOCATIONS
APPENDIX	D	STATE TAX CODES
APPENDIX	E	TIN PROCESSING LOGIC TABLE
APPENDIX	F	COMPONENTS OF PAY
APPENDIX	G	COUNTRIES RECEIVING HFP/CZTE
APPENDIX	H	DJMS-RC TRANSACTION FORMATS
APPENDIX	I	5-YEAR TAX HISTORY GUIDE

APPENDIX A

TERMS AND ABBREVIATIONS

1. This appendix contains a list of terms and abbreviations used in the Military Pay Course AC/RC Manuals. Part 1 contains abbreviations and Part 2 contains terms.

PART 1

ABBREVIATION	DESCRIPTION
A/R	ACCOUNTS RECEIVABLE
AANT	ADDITIONAL ASSEMBLY FOR NUCLEAR TRAINING
AAUTA	ADDITIONAL AIRBORNE UNIT TRAINING ASSEMBLY
AC	ACTIVE COMPONENT
ACCS	AUTOMATED CASE CONTROL SYSTEM (replaced by CMS)
ACIP	AVIATION CAREER INCENTIVE PAY
AD	ACTIVE DUTY OTHER THAN EXTENDED ACTIVE DUTY
ADARS	AUTOMATED DRILL ATTENDANCE REPORTING SYSTEM
ADMO	ACCOUNTING AND DEBT MANAGEMENT OPERATIONS
ADPSSO	AUTOMATIC DATA PROCESSING SYSTEM SECURITY OFFICER
ADSM	AUTOMATED DATA SYSTEMS MANUAL
ADSN	ACCOUNTING DISBURSING STATION NUMBER
ADSW	ACTIVE DUTY SPECIAL WORK
ADT	ACTIVE DUTY FOR TRAINING
AFAFC	AIR FORCE ACCOUNTING AND FINANCE CENTER
AFR	AIR FORCE RESERVE
AFRES	AIR FORCE RESERVE HEADQUARTERS
AFSC	AIR FORCE SPECIALTY CODE
AFTP	ADDITIONAL FLIGHT TRAINING PERIOD
AGR	ACTIVE GUARD RESERVE
AMS	ARMY MANAGEMENT STRUCTURE
ANG	AIR NATIONAL GUARD
AP	ADVANCE PAY
APC	ACCOUNTING PROCESSING CODE
APDY	ADDITIONAL PROFICIENCY TRAINING
APO	ARMY POST OFFICE
ARNG	ARMY NATIONAL GUARD
ARPC	AIR RESERVE PENSONNEL CENTER
ARPERCEN	ARMY RESERVE PERSONNEL CENTER
ASD	AVIATION SERVICE DATE
AT	ANNUAL TRAINING
ATA	ADDITIONAL TRAINING ASSEMBLY
BAH	BASIC ALLOWANCE FOR HOUSING (BAQ+VHA)
BAS	BASIC ALLOWANCE FOR SUBSISTENCE
BNS	BONUS
BP	BASIC PAY

TERMS AND ABBREVIATIONS - PART 1 (continued)

ABBREVIATION	DESCRIPTION
CAB	CUSTOMER ASSISTANCE BRANCH
CBPO	CONSOLIDATED BASE PERSONNEL OFFICE
CC	CARD COLUMN
CEA	COMMON EDITS, ALL
CFY	CURRENT FISCAL YEAR
CICS	CUSTOMER INFORMATION CONTROL SYSTEM
CMS	CASE MANAGEMENT SYSTEM
COLA	COST OF LIVING ALLOWANCE
CONUS	CONTINENTAL UNITED STATES
CONUSA	CONTINENTAL UNITED STATES ARMY
COOP	CONTINUITY OF OPERATIONS PLAN
COP	COMPONENT OF PAY
CRA	CLOTHING REPLACEMENT ALLOWANCE
CSC	CONSTRUCTIVE SERVICE CREDIT
CSR	COMMON SGLI ROUTINE
DA	DEPARTMENT OF THE ARMY
DBA	DATA BASE ADMINISTRATOR
DD	DEPARTMENT OF DEFENSE
DDMC	DEFENSE DEBT MANAGEMENT CENTER
DDP	DIVING DUTY PAY
DFAS	DEFENSE FINANCE AND ACCOUNTING SERVICE
DFAS-DE	DENVER CENTER
DFAS-CL	CLEVELAND CENTER
DFAS-IN	INDIANAPOLIS CENTER
DG	FORMAT ID FOR GPLD/REPORT OF SURVEY
DJMS	DEFENSE JOINT MILITARY PAY SYSTEM
DMO	DEFENSE MILPAY OFFICE
DOB	DATE OF BIRTH
DODFMR, VOL. A	DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT; REGULATION, VOLUME 7, PART A
DOE	DATE OF ENLISTMENT
DOG	DATE OF GAIN
DOS	DATE OF SEPARATION
DSSN	DISBURSING STATION SYMBOL NUMBER
E-MAIL	ELECTRONIC MAIL
EAD	EXTENDED ACTIVE DUTY
EDG	EFFECTIVE DATE OF GAIN
EFT	ELECTRONIC FUND TRANSFER
Emc2/TAO	ELECTRONIC MAIL COMMUNICATION CENTER/TOTALLY
EOM	END OF MONTH
EQT	EQUIVALENCY TRAINING
ET	EQUIVALENT TRAINING
ETS	EXPIRATION TERM OF SERVICE

TERMS AND ABBREVIATIONS - PART 1 (continued)

ABBREVIATION	DESCRIPTION
FAO	FINANCE AND ACCOUNTING OFFICE
FAP	FINANCIAL ASSISTANCE PROGRAM
FDP	FOREIGN DUTY PAY
FELS	FRONT END LOADER SUB-SYSTEM
FICA	FEDERAL INSURANCE CONTRIBUTION ACT
FITW	FEDERAL INCOME TAX WITHHOLDING
FLPP	FOREIGN LANGUAGE PROFICIENCY PAY
FO	FINANCE OFFICER
FPO	FLEET POST OFFICE
FSA	FAMILY SEPARATION ALLOWANCE
FY	FISCAL YEAR
GLDC	GOVERNMENT LAUNDRY AND DRY CLEANING
GPLD	GOVERNMENT PROPERTY LOST, DAMAGED OR DESTROYED
HA	HOUSING ALLOWANCE
HALO	HIGH ALTITUDE, LOW OPENING
HDIP	HAZARDOUS DUTY INCENTIVE PAY
HF1	HISTORY FILE 1
HF2	HISTORY FILE 2
HF3	HISTORY FILE 3
HFP	HOSTILE FIRE PAY
HPIP	HEALTH PROFESSIONS INCENTIVES PROGRAMS
HPLR	HEALTH PROFESSIONS LOAN REPAYMENT PROGRAM
HPSP	HEALTH PROFESSIONS SCHOLARSHIP PROGRAM
IAD	INITIAL ACTIVE DUTY
IADT	INITIAL ACTIVE DUTY FOR TRAINING
IAS	IMMEDIATE ACCESS STORAGE
ICD	INPUT CONTROL DOCUMENT
IDT	INACTIVE DUTY TRAINING
IMA	INDIVIDUAL MOBILIZATION AUGMENTEE OR AUGMENTATION
IP	INCENTIVE PAY
IRR	INDIVIDUAL READY RESERVE
IRS	INTERNAL REVENUE SERVICE
IS	INPUT STATION
ISSO	INFORMATION SYSTEMS SECURITY OFFICE

TERMS AND ABBREVIATIONS - PART 1 (continued)

ABBREVIATION	DESCRIPTION
JACS	JUMPS-ARMY AUTOMATED CODING SYSTEM
JFTR	JOINT FEDERAL TRAVEL REGULATION
JFTR LOC. CODE	JOINT FEDERAL TRAVEL REGULATION LOCATION CODE
JPT	JUMP PROFICIENCY TRAINING
JSS	JOINT SERVICE SOFTWARE
JTELS	JUMPS TELEPROCESSING SYSTEM
JUMPS-AC/JSS	JOINT UNIFORM MILITARY PAY SYSTEM-ACTIVE COMPONENTS/JOINT SERVICE SOFTWARE
JUMPS-RC/JSS	JOINT UNIFORM MILITARY PAY SYSTEM-RESERVE COMPONENTS/JOINT SERVICE SOFTWARE
JUMPS-RF	JOINT UNIFORM MILITARY PAY SYSTEM-RESERVE FORCES
JUSTIS	JUMPS STANDARD TERMINAL INPUT SYSTEM (ARNG)
LES	LEAVE AND EARNINGS STATEMENT
MACOM	MAJOR ARMY COMMAND
MDVO	SPECIAL PAY FOR MEDICAL, DENTAL, VETERINARY AND OPTOMETRY OFFICERS
MEPS	MILITARY ENTRANCE PROCESSING STATION
MIL	MILITARY
MMPA	MASTER MILITARY PAY ACCOUNT
MOA	MEMORANDUM OF AGREEMENT
MOB LES	MOBILIZATION LEAVE AND EARNINGS STATEMENT
MOS	MILITARY OCCUPATIONAL SPECIALTY
MPPM	MILITARY PAY PROCESSING MANUAL
MRS	MOBILIZATION RECALL SYSTEM
MSO	MILITARY SERVICE OBLIGATION
MUSARC	MAJOR UNITED STATES ARMY RESERVE COMMAND
MURT	MULTIPLE USE RESTRICTIONS TABLE
MUTA	MULTIPLE UNIT TRAINING ASSEMBLY
NAF	NON-APPROPRIATED FUND
NCO	NONCOMMISSIONED OFFICER
NCP	NURSE CANDIDATE PROGRAM
NG	NATIONAL GUARD
NGB	NATIONAL GUARD BUREAU
NGPA	NATIONAL GUARD PAY APPROPRIATION
NPS	NON-PRIOR SERVICE
NOC	NETWORK OPERATIONS CENTER

TERMS AND ABBREVIATIONS - PART 1 (continued)

ABBREVIATION	DESCRIPTION
OCAR	OFFICE OF THE CHIEF ARMY RESERVE
OCONUS	OUTSIDE THE CONTINENTAL UNITED STATES
OHA	OVERSEAS HOUSING ALLOWANCE
OHA/RENT PLUS	OVERSEAS HOUSING ALLOWANCE/RENT PLUS
OPLAN	OPERATION PLAN
OSAR	OUT-OF-SERVICE ACCOUNTS RECEIVABLE
OSD	OFFICER SERVICE DATE
PAS	PERSONNEL ACCOUNTING SYMBOL
PC	PERSONAL COMPUTER
PEBD	PAY ENTRY BASIC DATE
PEC	PROGRAM ELEMENT CODE
PFR	PERSONAL FINANCIAL RECORD
PG	PAY GROUP
PGMA	PAY GROUP MOBILIZATION AUGMENTEE CODE
PMT	POST-MOBILIZATION TRAINING
PRN	PAYROLL NUMBER
PS	PAY STATUS
RC	RESERVE COMPONENT
RCIS	RESERVE COMPONENT INPUT SYSTEM (DMO REPLACED RCIS)
RCPSO	RESERVE COMPONENTS PAY SUPPORT OFFICE
RECBASS	RECEPTION BATTALION AUTOMATED SUPPORT SYSTEM
REFRAD	RELEASE FROM ACTIVE DUTY
ROTC	RESERVE OFFICERS TRAINING CORPS
RMA	READINESS MANAGEMENT ASSEMBLY
RST	RESCHEDULED TRAINING
S & CS	SUMMARY AND CERTIFICATION SHEET
SDRN	STANDARD DOCUMENT REFERENCE NUMBER
SF	STANDARD FORM
SGLI	SERVICEMEN'S GROUP LIFE INSURANCE
SITE-ID	SITE IDENTIFICATION
SITW	STATE INCOME TAX WITHHOLDING
SLRP	STUDENT LOAN REPAYMENT PROGRAM
SOP	STANDARD OPERATING PROCEDURE
SRBTP	SELECTED RESERVE RECRUITMENT BONUS TEST PROGRAM
SRIP	SELECTED RESERVE INCENTIVE PROGRAM
SSAN	SOCIAL SECURITY ACCOUNT NUMBER
SSLI	STATE SPONSORED LIFE INSURANCE
SSN	SOCIAL SECURITY NUMBER
ST-PGMA	STATE/PAY GROUP/MOBILIZATION AUGMENTEE CODE
STOPS	SHORT TOUR PAY SYSTEM
STRAP	SPECIALIZED TRAINING ASSISTANCE PROGRAM

TERMS AND ABBREVIATIONS - PART 1 (continued)

ABBREVIATION	DESCRIPTION
TAMP	TRANSITION ASSISTANCE MANAGEMENT PROGRAM
TASO	TERMINAL AREA SECURITY OFFICER
TDA	TABLE OF DISTRIBUTIONS AND ALLOWANCES
TIN	TRANSACTION IDENTIFICATION NUMBER
TL	TRANSMITTAL LETTER
TLA	TEMPORARY LODGING ALLOWANCE
TOE	TABLE OF ORGANIZATION AND EQUIPMENT
TPU	TROOP PROGRAM UNIT
UA	UNIT ADMINISTRATOR
UIC	UNIT IDENTIFICATION CODE
UMA	UNIFORM MAINTENANCE ALLOWANCE
USAFAC	UNITED STATES ARMY FINANCE AND ACCOUNTING CENTER (DFAS REPLACED USAFAC)
USAR	UNITED STATES ARMY RESERVE
USPFO	UNITED STATES PROPERTY AND FISCAL OFFICE
UTA	UNIT TRAINING ASSEMBLY
UTA-PERIOD	UNIT TRAINING ASSEMBLY-PERIOD
VA	VETERANS' ADMINISTRATION
VHA	VARIABLE HOUSING ALLOWANCE

TERMS AND ABBREVIATIONS - PART 2

ACCESSION
A member who enters duty in a Reserve Component troop program unit and takes part in inactive duty training assemblies for which the member is due pay.

AUDIT TRAIL
The manner in which an element of data can be traced backward to the source of the transaction that created it and forward to its current position.

AUTOMATED CASE CONTROL SYSTEM (ACCS)
A sub-system of CICS to maintain control and account for all cases opened with the juristiction of Military Pay. This system was replaced by Case Management System (CMS).

AUTOMATED ITEMS
Items of pay for which the amount due is established automatically or adjusted, when appropriate.

AUTOMATIC VOICE NETWORK (AUTOVON)
A Department of Defense communications system.

CASE MAMANAGEMENT SYSTEM
It is a web-based case management and tracking system. The originator must close case when completed.

CERTIFYING OFFICER
A person authorized to attest to the accuracy or authenticity of written statements or documents, including those that support a demand for payment.

COMPANY CODE
A seven or eight digit alpha/numeric code that identifies a specific financial institution or an address for a debt payment.

COMPUTATION OF PAY
The computations of all actions submitted to and accepted by the system. An LES is produced showing all current activity in the pay account.

COMPUTER RUN
A series of interrelated programs that must be run in a predetermined sequence to process data in a desired manner. Examples are weekly processing, month-end processing, and accounting. There is one performance of a program on a computer.

TERMS AND ABBREVIATIONS: PART 2 (continued)

CONTINUITY OF OPERATIONS PLAN (COOP)
A plan to allow at least a minimum of emergency ADP support to be accomplished at another site.

CUSTOMER INFORMATION CONTROL SYSTEM (CICS)
An on-line software system used to access various applications within DJMS-RC.

DEFENSE JOINT MILITARY PAY SYSTEM (DJMS)
The combined Army, Air Force, and Navy military pay system.

EDIT
The examination of data by comparing it against prescribed rules to determine the validity or acceptability. Data not accepted is either modified or rejected.

ENTITLEMENT
The legal right to receive items of pay. The term normally applies to the items of pay earned within a specified period. Included are base pays and incentive pays.

ENTITLEMENT MONTH
The calendar month for which pay entitlements are to be computed. An example of an entitlement month is 1 - 30 September.

EXPIRATION TERM OF SERVICE (ETS)
Enlisted soldier's date enlistment contract expires. This date does not cause a separation on the MMPA and has no affect on pay. This date is used on the Commander Pay Management Report only.

FIELD
In automatic data processing, a character or group of characters making up one descriptive unit (e.g., the letters used to code a person's name).

FILE
A complete, uniform group of records regardless of the storage medium (such as cards, tape, and paper). Storage medium may exceed one basic unit (such as file cabinet and reel of tape).

FORMAT-ID
The data item used to identify the type of transaction in the DJMS-RC system.

APPENDIX A

TERMS AND ABBREVIATIONS: PART 2 (continued)

INPUT
Data transmitted to add, change, query, or delete all or part of a pay account.

JOINT SERVICE SOFTWARE (JSS)
The combined Army, Air Force and Navy military pay system.

LEAVE AND EARNINGS STATEMENT (LES)
A computer produced statement of account for each member paid from the DJMS-RC.

MACHINE LANGUAGE
The set of characters, signs, or symbols, and the rules for combining these, used to stand for instructions and information within the computer. The language is generally unique to each computer, and varies between manufacturers.

MAGNETIC TAPE
A storage device in which data is stored in the form of magnetic spots on metal or coated plastic tape.

MASTER MILITARY PAY ACCOUNT (MMPA)
A file that contains current and historical data pertaining to a member's pay.

MEMBER'S IDENTIFICATION
The member's last name, first name, middle initial, and social security number.

MILITARY PAY VOUCHER
A receipt used to make manual payments to members.

MODEM
An electronic device to enable computer hardware to communicate with other computer hardware over telephone lines.

OUTPUT
Information produced by the DJMS-RC computer (such as listings and magnetic tapes).

TERMS AND ABBREVIATIONS: PART 2 (continued)

PAY ENTRY BASIC DATE (PEBD)
The date from which a member's creditable service is computed for basic pay purposes. It is the initial date of continuous service or the date adjusted to exclude lost time or breaks in service.

PAYROLL NUMBER (PRN)
A three-character code assigned by the input station to identify each unit payroll.

PRINTOUT
The computer output records in printed form.

PROCESSING MONTH
A data processing cycle or month representing a period from one end of month production period to the next.

RECORD LAYOUT
A chart that depicts the arrangement of data (i.e. on a magnetic tape or disk).

REJECTED INPUT
Any DJMS-RC input rejected by the computer, (includes incorrect name, social security number, codes, and record format).

RESERVE COMPONENT INPUT SUBSYSTEM (RCIS)
A personal computer based transaction input system used to enter transactions into DJMS-RC. This system was replaced by Defense Milpay Office (DMO).

RESERVE COMPONENTS PAY SUPPORT OFFICE
Reserve Components Pay Support Office (RCPSO) is a term used to identify United States Army Reserve (USAR) and Army National Guard (ARNG) input sites, and Active FAOs using DMO input. With the exception of the ARNG input sites, the RCPSO's support both USAR and ARNG. The RCPSO serves as an intermediary between units and DFAS-IN. The Reserve Components Pay Support Office controls, edits, stores, and transmits input, as required.

TERMS AND ABBREVIATIONS: PART 2 (continued)

SEQUENTIAL TRANSMITTAL NUMBER
A control number assigned to all data to and from field offices.

SINGLE SOURCE DATA (SSD)
Sole source transactions that effect a member's pay (e.g. promotions).

STIPEND
A fixed sum of money paid on a monthly basis to HPIP participants.

STUDENT MASTER
A file that contains current and historical student data for HPIP and ROTC participants.

SUBSTANTIATING DOCUMENT
Written evidence to prove an entitlement or a collection entry on the LES (e.g., orders effecting promotions and reductions of members).

SYSTEM
An integrated relationship of components aligned to set up proper functional continuity toward the successful performance of defined task(s).

TERMINAL AREA SECURITY OFFICER (TASO)
The individual responsible for system security, and both profile and password issuance.

UNIT COMMANDER
Normally an officer, but may be an enlisted member when there are no officers on the unit TDA. The individual is in command of a company, detachment, or a unit of equal size.

UNIT IDENTIFICATION CODE (UIC)
A six-character code assigned to identify each unit.

UNITED STATES PROPERTY FISCAL OFFICE (USPFO)
Each state has a USPFO that supports/pays/directs the National Guard units in the state.

UPDATE
A process where input transactions are edited and processed to post the addition, deletion or changes to a member's account.

(end of Appendix A)

APPENDIX B

DJMS-RC REPORTS

1. PURPOSE. This appendix contains DJMS-RC Reports information.

2. DJMS-RC Reports. The following shows reports produced and distributed to the Reserve Component Pay Support Office (RCPSO), Active Army FAOs supporting Reserve Components, MUSARCs, CONUSAs, MACOMs and Units under DJMS-RC and RCIS.

PCN: UH022-160
TITLE: ARPAS-INPUT-AND-BATCH-TOTALS
MEDIA: ELECTRONIC FILE TRANSFER
FREQUENCY: DAILY
PURPOSE: PROVIDES A LIST OF TRANSACTIONS BY INPUT SITE AND JULIAN DATE AND THE INPUT SITE BATCH TOTAL
DISTRIBUTION: RCPSO
RETENTION: 30 DAYS

PCN: UH022-164
TITLE: ARPAS-ACTION-ITEMS-CBPO PART I
MEDIA: ELECTRONIC FILE TRANSFER
FREQUENCY: DAILY
PURPOSE: PROVIDES A LISTING OF INPUT SITE TRANSACTIONS THAT REQUIRE SOME ACTION
DISTRIBUTION: RCPSO
RETENTION: 6 YEARS, 3 MONTHS IN SUBSTANTIATING DOCUMENT FILE

PCN: UH022-164
TITLE: ARPAS-ACTION-ITEMS-CBPO PART II
MEDIA: ELECTRONIC FILE TRANSFER
FREQUENCY: DAILY
PURPOSE: PROVIDES A LISTING OF INPUT SITE TRANSACTIONS THAT WERE RECYCLED
DISTRIBUTION: RCPSO
RETENTION: 30 DAYS

APPENDIX B (continued)

DJMS-RC REPORTS

PCN: UH022-166
TITLE: JUMPS-RF INFO
MEDIA: ELECTRONIC FILE TRANSFER
FREQUENCY: DAILY
PURPOSE: IDENTIFY TRANSACTIONS INPUT BY OTHER THAN SERVICING RCPSO
DISTRIBUTION: RCPSO
RETENTION: 30 DAYS

PCN: UH022-257
TITLE: ROTC MONTHLY STATUS & PAYMENT REPORT
MEDIA: PAPER
FREQUENCY: MONTHLY
PURPOSE: AGGREGATE OF EACH CADET'S PAY DATA BY PROGRAM CODE
DISTRIBUTION: BATTALION
RETENTION: 1 YEAR

PCN: UH022-258
TITLE: ROTC PRE-REGISTRATION CAMP PAYMENTS
MEDIA: PAPER
FREQUENCY: MONTHLY
PURPOSE: PROVIDES PAYMENT DATA FOR CADET'S ATTENDING CAMP CHALLENGE
DISTRIBUTION: SCHOOLS
RETENTION: 1 YEAR

PCN: UH022-259
TITLE: ROTC PRE-REGISTRATION CAMP REVIEW
MEDIA: PAPER
FREQUENCY: OCTOBER AND APRIL END OF MONTH
PURPOSE: NOTIFY SCHOOLS AND ROTC HQ OF CADET REPORTED ON THE DJMS-RC PAY SYSTEM WITH PROGRAM CODE NS00.
DISTRIBUTION: SCHOOLS AND ROTC HQ
RETENTION: 6 MONTHS

APPENDIX B (continued)

DJMS-RC REPORTS

PCN: UH022-261
TITLE: ROTC UNIFORM COMMUTATION REPORT
MEDIA: PAPER
FREQUENCY: MONTHLY
PURPOSE: AGGREGATE OF COMMUTATION ALLOWANCE PAID TO EACH CADET BY PROGRAM CODE AT MILITARY JUNIOR AND SENIOR COLLEGES.
SERVICING RCPSO
DISTRIBUTION: SCHOOLS
RETENTION: 1 YEAR

PCN: UH022-205
TITLE: FELS REJECT REPORT
MEDIA: ELECTRONIC FILE TRANSFER
FREQUENCY: DAILY
PURPOSE: REPORT OF ALL REJECTED TRANSACTIONS FROM FELS
DISTRIBUTION: RCPSO
RETENTION: 6 YEARS, 3 MONTHS IN SUBSTANTIATING DOCUMENT FILE

PCN: UH022-2010
TITLE: JUMPS-RF MONTHLY STATUS REPORT
MEDIA: PAPER
FREQUENCY: MONTHLY, AFTER EACH FINAL UPDATE
PURPOSE: PROVIDES STRENGTH FIGURES, PERCENTAGES OF REJECTS AND ADVISORIES AND LATE PAY STATISTICS
DISTRIBUTION: RCPSO
RETENTION: 6 MONTHS

PCN: UH022-2022
TITLE: JUMPS-RF FUNDED STATION TFO VOUCHER
MEDIA: ELECTRONIC FILE TRANSFER
FREQUENCY: AFTER EACH PAYING UPDATE
PURPOSE: USED TO RECONCILE ACCOUNTING DOWNLOAD FILE WITH THE CSCFA 110 REPORT
DISTRIBUTION: RCPSO
RETENTION: 6 MONTHS

APPENDIX B (continued)

DJMS-RC REPORTS

PCN: UH022-2040
TITLE: LATE PAY REPORT
MEDIA: ELECTRONIC FILE TRANSFER
FREQUENCY: MONTHLY, AFTER EACH FINAL UPDATE
PURPOSE: IDENTIFIES DOCUMENTS SUBMITTED LATE BY THE UNIT OR PROCESSED LATE BY THE INPUT SITE
DISTRIBUTION: RCPSO
RETENTION: 6 MONTHS

PCN: UH022-2405
TITLE: THREE MONTH MMPA HISTORY
MEDIA: FICHE - RCPSO, USPFO PAPER - UNITS
FREQUENCY: MONTHLY, AFTER EACH FINAL UPDATE
PURPOSE: PROVIDES A THREE MONTH HISTORY FOR EACH MEMBER. INCLUDES THE MMPA, CHECK DATA RECORDS AND PROCESSED TRANSACTIONS
DISTRIBUTION: RCPSO, UNIT
RETENTION: 6 YEARS, 3 MONTHS

THIS IS THE LAST PAGE OF APPENDIX B

APPENDIX C

SITE IDENTIFICATIONS AND LOCATIONS

This appendix contains a list of site IDs and addresses for DJMS-RC as defined in Table 39. The list is arranged in SITE ID sequence.

PART 1 - RESERVE COMPONENT PAY SUPPORT OFFICES

PART 2 - ARMY NATIONAL GUARD USPFOs

PART 3 - ARMY RESERVE PAY DMPO and OPLOC INPUT FACILITIES

PART 4 - DIRECTORATE FOR MILITARY PAY, DEFENSE FINANCE AND ACCOUNTING SERVICES INDIANAPOLIS CENTER – DENVER CENTER
CLEVELAND CENTER

Address for Fort McCoy: Department of the Army
USAR Pay Center
ATTN: AFRC-COO-RR (Site ID and Team #)
1913 South B Street
Fort McCoy, WI 54656-5100

Fort McCoy E-mail addresses:

Team 1: Site IDs R1, R3, R7 AND W1
rcpsotm1scan@emh2.mccoy.army.mil

Team 2: Site IDs R8, U2, U4 AND U5
rcpsotm2scan@emh2.mccoy.army.mil

Team 3: Site IDs R4, V1, V2 AND V3
rcpsotm3scan@emh2.mccoy.army.mil

Team 4: Site IDs T1, T3, T4 AND V4
rcpsotm4scan@emh2.mccoy.army.mil

SLRP/HPLRP Team:
rcpsoslrpscan@emh2.mccoy.army.mil

Incapacitation Pay Team:
rcpsoincapscan@emh2.mccoy.army.mil

SITE ID R2 IS ASSIGNED TO FORT MCCOY SOLDIER RECEPTION CENTER.

APPENDIX C – PART 1

RESERVE COMPONENT PAY SUPPORT OFFICES

FORT SHAFTER, HAWAII

X1 UPC - HAWAII
ATTN: APIX-RM-P (X1)
1557 Pass Street Fort Shafter Flats
Honolulu, HI 96819-2135

X2 UPC - HAWAII (walk-in support)
ATTN: APIX-RM-P (X2)
1557 Pass Street Fort Shafter Flats
Fort Shafter, HI 96819-2135

X3 OPLOC Honolulu
ATTN: DFAS-Honolulu
Fort Shafter, building 77
PO Box 1392
Ford Island
Pearl Harbor, HI 96860-7552

X4 UPC – Hawaii 8th RRC
ATTN: APVG-GRF-PR (X4)
Bldg 123
Fort Shafter, HI 96585-5020

X5 Commander (Accounting Only)
Finance & Accounting Office
ATTN: USASCH, Team 1
8th Army – Korea
Fort Shafter, HI 96858

X9 Commander (Accounting Only)
DASA-IN, Dept 3600
8899 E 56th Street
Indianapolis, IN 46249-3600

GERMANY

Y1 HQ 7th ARCOM EUROPE
Unit 29238
ATTN: AEUR-RF
APO AE 09012-0000

ARMY RESERVE PERSONNEL CENTERS

Z1 Department of the Army, AG DAO
ATTN: JDRS-DAO (Z1)
1 Reserve Way
St. Louis, MO 63132-5200

Z2 Department of the Army, AG DAO – IMA support
ATTN: JDRS-DAO (Z2)
1 Reserve Way
St. Louis, MO 63132-5200

Z4 Commander – HRC -STL (AORS ACCESSIONS)
ATTN: ARPC-RMP
1 Reserve Way
St. Louis, MO 63132-5200

APPENDIX C – PART 2

ARMY NATIONAL GUARD USPFO's

SITE ID	MAILING ADDRESS	ADSN
A1	USPFO—Alabama P.O. Box 3715 Montgomery, AL 36109-0715	4901
A2	USPFO—Alaska Camp Denali, P.O. Box B Fort Richardson, AK 99505-0000	4902
A3	USPFO—Arizona 5644 E. Moreland Street Phoenix, AZ 85008-3422	4904
A4	USPFO—Arkansas Camp Robinson North Little Rock, AR 72118-2200	4905
A5	USPFO—California P.O. Box 8104 San Luis Obispo, CA 93403-8104	4906
A6	USPFO—Colorado 660 South Aspen Street Building 1005, Mail Stop 34 Aurora, CO 80011-9551	4908

A7	USPFO—Connecticut State Armory 360 Broad Street Hartford, CT 06105-3779	4909
A8	USPFO—Delaware 1161 River Road New Castle, DE 19720-5199	4910
A9	USPFO--District of Columbia Army National Guard ATTN: Military Pay 2701 South Capitol Street SW Washington, DC 20373-5814	
B1	USPFO—Florida ATTN: PFO-RM-MP Military Pay P.O. Box 1008 St. Augustine, FL 32085-1008	4912
B2	USPFO—Georgia P.O. Box 17882 Atlanta, GA 30316-0882	4913
B3	USPFO—Guam Fort Juan Muna 622 East Harmon Industrial Park Road Tamuning, Guam 96911-4421	4914
B4	USPFO—Hawaii 4208 Diamond Head Road Honolulu, HI 96816-4495	4915
B5	USPFO—Idaho 3489 West Harvard Street Building 564 Boise, ID 83705-6512	4916
B6	USPFO—Illinois 1301 North MacArthur Boulevard Springfield, IL 62702-2399	4917
B7	USPFO—Indiana 2002 South Holt Road Indianapolis, IN 46241-4839	4918
B8	USPFO—Iowa Camp Dodge 7700 NW Beaver Drive Johnston, IA 50131-1902	4919

B9	USPFO—Kansas 2737 South Kansas Avenue Topeka, KS 66611-1170	4920
BT	Commander MPRCD, DFAS-IN 8899 East 56th Street Indianapolis, Indiana 46249-0801	
C1	USPFO—Kentucky BNGC, Building 120 120 Minuteman Parkway Frankfort, KY 40601-6192	4921
C2	USPFO—Louisiana Jackson Barracks, Bldg. 39 New Orleans, LA 70146-0330	4922
C3	USPFO—Maine Camp Keyes Augusta, ME 04330-0032	4923
C4	USPFO—Maryland 301 Old Bay Lane Havre de Grace, MD 21078-4094	4924
C5	USPFO—Massachusetts 50 Maple Street Milford, MA 01757-3604	4925
C6	USPFO—Michigan 3111 West St. Joseph St Lansing, MI 48913-5102	4926
C7	USPFO—Minnesota Camp Ripley P.O. Box 288 Little Falls, MN 56345-0288	4927
C8	USPFO—Mississippi 144 Military Drive Jackson, MS 39208-8860	4928
C9	USPFO—Missouri 7101 Military Circle Jefferson City, MO 65101-0000	4929
D1	USPFO—Montana P.O. Box 1157 Helena, MT 59624-1157	4930

D2	USPFO—Nebraska 1234 Military Road Lincoln, NE 68508-1092	4931
D3	USPFO—Nevada 2601 South Carson Street Carson City, NV 89701-5596	4932
D4	USPFO--New Hampshire P.O. Box 2003 Concord, NH 03301-2003	4933
D5	USPFO--New Jersey 131 Eggert Crossing Road Lawrenceville, NJ 08648-2805	4934
D6	USPFO--New Mexico 47 Bataan Boulevard Santa Fe, NM 87505	4935
D7	USPFO--New York ATTN: MNFP-C 330 Old Niskayuna Road Latham, NY 12110-2224	4936
D8	USPFO--North Carolina 4201 Reedy Creek Road Raleigh, NC 27607-6412	4937
D9	USPFO--North Dakota P.O. Box 5511 Bismarck, ND 58506-5511	4938
E1	USPFO—Ohio ATTN: AGOH-PF-COP-M 2811 West Dublin Granville Road Columbus, OH 43235-2788	4939
E2	USPFO—Oklahoma 3501 Military Circle NE Oklahoma City, OK 73111-4398	4940
E3	USPFO—Oregon P.O. Box 14840 Salem, OR 97309-5008	4941
E4	USPFO—Pennsylvania Department of Military Affairs Annville, PA 17003-5003	4942

E5	USPFO--Puerto Rico P.O. Box 34069 Ft. Buchanan, PR 00934-4069	4943
E6	USPFO--Rhode Island 330 Camp Street Providence, RI 02906-1954	4944
E7	USPFO--South Carolina 9 National Guard Road Columbia, SC 29201-4763	4945
E8	USPFO--South Dakota 2823 West Main Street Rapid City, SD 57702-8186	4946
E9	USPFO—Tennessee P.O. Box 40748, Powell Avenue Nashville, TN 37204-0748	4947
F1	USPFO—Texas P.O. Box 5218 Austin, TX 78763-5218	4948
F2	USPFO—Utah P.O. Box 2000 Draper, UT 84020-2000	4949
F3	USPFO—Vermont Building 3, Camp Johnson Colchester, VT 05446-3004	4950
F4	USPFO—Virginia PRN 207 600 East Broad Street Richmond, VA 23219-1832	4951
F5	USPFO--Virgin Islands RR2, Box 9200, Kingshill St Croix, VI 00850-9200	4952
F6	USPFO—Washington Camp Murray, Bldg. 32 Tacoma, WA 98430-5170	4953
F7	USPFO--West Virginia 50 Armory Road, Buckhannon, WV 26201-2396	4954
F8	USPFO—Wisconsin 8 Madison Boulevard	4955

	Camp Douglas, WI 54618-5002	
F9	USPFO—Wyoming 5500 Bishop Boulevard Cheyenne, WY 82009-0000	4956

APPENDIX C - PART 3

ARMY RESERVE PAY DMPO and OPLOC INPUT FACILITIES

SITE ID	MAILING ADDRESS	ADSN
H1	Forward Support Team (Guantanamo Bay Cuba) JFT – 160 HQ/J8 USA APO AE 09360	6372
H2	Defense Military Pay Office ATTN: AFZC-RM-F Fort Carson, CO 80913-5024	4820
H3	Ft Leonard Wood/Engineer Training Center Defense Military Pay Office ATTN: ATZT-RM-F Fort Leonard Wood, MO 65473-5830	4828
H4	Fort Dix DRM (US ARMY Garrison) 5418 S. Scott Plaza Fort Dix, NJ 86405-0000	4805
H5	Defense Military Pay Office – IN ATTN: 16399 (Accounting) 8899 E 56th Street Indianapolis, IN 46249-3500	4807
H6	DAO Ft. Jackson Army Training Center B5450 RECBAS Fort Jackson, SC 29207-5550	4835
H7	Task Force 106th Finance BN (Macedonia) Camp Bondsteel Kosovo APO AE 09340	8763
H8	Defense Military Pay Office ATTN: ATZC-DRM-F Fort Bliss, Texas 79916-0000	4824
I1	Defense Military Pay Office Fort Gillem/1st Army ATTN: AFKA-ZI-RM Fort Gillem, GA 30297-0000	
I2	Fort Riley/1st Infantry Div DMPO ATTN: DFAS-PMTFCM/IN	4812

	Fort Riley, KS 66442-5008	
I3	Ft. Bragg/Corps FAO ATTN: AFZA-FG-E Bldg 2-1120 Fort Bragg, NC 28307-5000	4841 4842
I4	Defense Military Pay Office Fort Benning Infantry Center ATTN: ATZB-RMF Fort Benning, GA 31905-5333	4803
I5	Camp Atterbury P O BOX 5000 Edinburgh, IN 46124-5000	
I6	Defense Military Pay Office I Corps and Fort Lewis ATTN: AFZH-RM-FA Fort Lewis, WA 98433-0000	4830
I7	Camp Anaconda Iraq APO AE 09391	
I8	Defense Military Pay Office Fort Sam Houston/5th Army ATTN: AFZG-RM-F Fort Sam Houston, TX 78234-0000	4822
I9	215th Finance BN Bldg 2805 Fort Hood, TX 76544-5056	**4834**
J2	Defense Military Pay Office ATTN: AFZX-RM-F Fort Polk, LA 71459-0000	4825
J3	Defense Military Pay Office Fort Hood, TX 76544-0000	4832
J4	Defense Military Pay Office RECBAS Fort Benning, GA 31905-0000	4803
J5	Defense Military Pay Office Schofield Baracks, HI 96857-0000	4829
J6	Defense Military Pay Office Fort Drum, NY 13602-0000	4823
J7	Defense Military Pay Office Presidio of Monterey, CA 93944-5000	4808

J9	Defense Military Pay Office B5450 Main Post Seps Fort Jackson, SC 29207-000	4835
K1	Finance & Accounting Office HQ USMTM Unit 61300 P. O. Box 10 APO AE 09803-0000	5588
K2	Commander 177th Finance Battalion APO AP 96224-0367	6311
K3	Defense Military Pay Office Team 3 Fort Sam Houston, TX 78234	4822
K4	Defense Military Pay Office Team 4 Fort Sam Houston, TX 78234	4822
K5	Defense Military Pay Office Team 5 Fort Sam Houston, TX 78234	4822
K6	UA Army Field Support Center Finance & Accounting Office ATTN: IASV-DC-F 7321 Parkway Drive South Hanover, MD 21076-0000	6332
K7	C Detachment 208th Finance Battalion Stuttgart APO AE 09235-0000	6334
K8	D Detachment 208th Finance Battalion APO AE 09630-0000	6335
K9	Vigilant Warrior Site 3 (Kuwait) 8899 East 56th Street Indianapolis, IN 46249-0800	4837
L1	Defense Accounting Office ATTN: Military Pay Quartermaster Street, Building 63 Fort Knox, KY 40121-0000	6339

APPENDIX C - PART 3 (continued)

ARMY RESERVE PAY DMPO and OPLOC INPUT FACILITIES

SITE ID	MAILING ADDRESS	ADSN
L2	Defense Military Pay Office 823 McClellan Avenue Fort Leavenworth, KS 66027-1361	4821
L3	US Army South Finance & Accounting Office – Panama ATTN: SORM-FA Fort Clayton, Panama APO AA 34004-0000	6342
L4	Defense Military Pay Office Fort Sill, OK 73503-0000	4810
L5	Defense Military Pay Office Fort Stewart, GA 31314-0000	4837
L6	US Army Finance & Accounting Office Unit 5005 Military Pay ATTN: APAJ-FA-E-M Camp Zama, Japan APO AP 96343-0087	6350
L7	Defense Military Pay Office Fort Belvoir, VA 22060-0000	4809
M1	Defense Accounting Office ATTN: DFAS-IN-EM-TC/MP Building 33720 Chamberlain Avenue Fort Gordon, GA 30905-5015	6360
M2	Defense Military Pay Office Fort Rucker, AL 36362-0000	4801
M3	106th Finance Battalion Wurzburg, Germany APO AE 09036-0000	6369
M4	Finance & Accounting Office Aberdeen Proving Ground, MD 21005-0000	6376

APPENDIX C - PART 3 (continued)

ARMY RESERVE PAY DMPO and OPLOC INPUT FACILITIES

SITE ID	MAILING ADDRESS	ADSN
M5	Defense Accounting Office 2230 Finance Road Fort Lee, VA 23801-5100	6380
M6	Defense Military Pay Office ATTN: Military Pay 2625 26th Street Fort Campbell, KY 42223-0000	6383
M7	Defense Military Pay Office Building 399 Fort Buchanan, Puerto Rico 00934-5033	4816
M8	39th Finance Support Unit Hanau, Germany APO AE 09165-0000	6387
M9	Defense Military Pay Office Fort Eustis, VA 23604-0000	4804
N1	Defense Military Pay Office Fort McClellan, AL 36205-0000	4806
N2	Defense Finance Battlefield Systems Site 4 APO AE 09069-0000	6393
N3	Vigilant Warrior Site 4 8899 East 56th Street Indianapolis, IN 46249-0800	4959
N3	Headquarters, 106th Theater Finance TUZLA, OJG Finance Operations APO AE 09789-000	8599
N4	Defense Military Pay Office West Point, NY 10996-0000	4827

APPENDIX C - PART 3 (continued)

ARMY RESERVE PAY DMPO and OPLOC INPUT FACILITIES

SITE ID	MAILING ADDRESS	ADSN
N5	Defense Military Pay Office Fort Richardson, AK 99505-0000	4817
N7	Eighth US Army, Korea A Detachment, 176th Finance Battalion Yongsan, Korea APO AP 96205-0000	6411
N8	Defense Military Pay Office Redstone Arsenal, AL 35809-0000	4826
N9	Defense Military Pay Office Fort Huachuca, AZ 85613-0000	4813
P1	Defense Military Pay Office Fort Irwin, CA 92310-0000	4836
P2	Finance Office HHD 106, Unit 26210t Fuerth, Germany APO AE 09178-0000	6321
P3	Finance and Accounting Office 208th Finance Support Unit Unit 29400, Schweitzingen, Germany APO AE 09042-0000	6460
P5	Defense Finance Battlefield Systems Site 2 APO AE 09146000	6545
P7	Defense Finance Battlefield Systems Site 3 APO AE 09169-0000	6579
P8	Finance Office 8th Finance Battalion Unit 23731, Baumholder, Germany APO AE 09234-0000	6583

APPENDIX C - PART 3 (continued)

ARMY RESERVE PAY DMPO and OPLOC INPUT FACILITIES

SITE ID	MAILING ADDRESS	DSSN
RA	OPLOC Rome ATTN: DFAS-RO 124 Chappie James Boulevard Griffis AFB, NY 13441-4511	
RT	Commander MPRCD, DFAS-IN 8899 East 56th Street Indianapolis, Indiana 46249-0801	
S6	Commander ROTC Cadet Command, 1st Regiment ATTN: ATCC-RB Fort Monroe, VA 23651-5000	
S7	Commander ROTC Cadet Command, 2nd Regiment ATTN: ATCC-RB Fort Monroe, VA 23651-5000	
S8	Health Professions Incentive Pay (HPIP) Input Site Defense Accounting Office ATTN: HPSP Building 2263 Fort Sam Houston, TX 78234-5023	
S9	Commander ROTC Cadet Command, 4th Regiment ATTN: ATCC-RB Fort Monroe, VA 23651-5000	
T7	Defense Military Pay Office ATTN: AFZK-RM-F Building 181 Fort McPherson, GA 30330-5000	

APPENDIX C - PART 3 (continued)

ARMY RESERVE PAY DMPO and OPLOC INPUT FACILITIES

SITE ID	MAILING ADDRESS	DSSN
T8	OPLOC Orlando ATTN: DFAS-OR Building 301, P O Box 932300 2500 Leahy Avenue Orlando, Florida 32893-2300	5074/6367/8721
V6	OPLOC Lawton ATTN: DFAS-LW Mow-Way Road, Building 4700 Fort Sill, OK 73505-8500	
VT	Commander MPRCD, DFAS-IN 8899 East 56th Street Indianapolis, Indiana 46249-0801	
X3	OPLOC Honolulu ATTN: DFAS-Honolulu Ft. Shafter, Building 77 P O Box 1392 Ford Island Pearl Harbor, HI 96860-7552	6358
X4	Commander Finance & Accounting Office ATTN: USASCH, Team 1 8th Army - Korea Fort Shafter, HI 96858-0000	
X5	Commander (Accounting Only) Finance & Accounting Office ATTN: USASCH, Team 1 8th Army - Korea Fort Shafter, HI 96858-0000	
X9	Commander (Accounting Only) DASA-IN, Department 3600 8899 East 56th Street Indianapolis, Indiana 46249-3600	
Y9	OPLOC San Antonio, TX 78234-0000	

APPENDIX C - PART 4

DIRECTORATE FOR MILITARY PAY, DEFENSE FINANCE AND ACCOUNTING SERVICE INDIANAPOLIS CENTER

SITE ID	MAILING ADDRESS	E-MAIL ADDRESS:
08	VOUCHER BALANCING TEAM ATTN: DFAS-IN-FJC ACCOUNTING DIVISION DIRECTORATE FOR MILITARY PAY - DFAS-IN	MPO.3860
09	NEGOTIABLE ITEMS BRANCH ATTN; DFAS-IN-FJJF DISBURSING DIVISION DIRECTORATE FOR MILITARY PAY - DFAS-IN	MP0.3862C
10	BMO OFFICE ATTN; DFAS-IN-FJB DIRECTORATE FOR MILITARY PAY - DFAS-IN	MPO.3882
11	DFAS-CO-SCA P. O. BOX 182317 COLUMBUS, OHIO 43218-2317	6355
12	FINANCIAL INSTITUTION BRANCH ATTN: DFAS-IN-FJFAF DISBURSING DIVISION DIRECTORATE FOR MILITARY PAY - DFAS-IN	MPO.3858 MPO.3858C
13	PAYMENT POSTING BRANCH ATTN: DFAS-IN-FJFAC ACCOUNTING DIVISION DIRECTORATE FOR MILITARY PAY - DFAS-IN	MPO.3862
14	CUSTOMER SERVICE CENTER ATTN: DFAS-IN-FJED DIRECTORATE FOR MILITARY PAY - DFAS-IN	MPO.3878 MPO.3878C
14	National Guard Bureau 8899 E 56th Street Indianapolis, IN 46249	MPO.4900
15	GARNISHMENT AND BANKRUPTCY BRANCH ATTN: DFAS-IN-FJECG SPECIAL ASSISTANCE DIVISION DIRECTORATE FOR MILITARY PAY - DFAS-IN	MPO.3884
16	SPECIAL ASSISTANCE BRANCH	MPO.3880

	ATTN: DFAS-IN-FJECS SPECIAL ASSISTANCE DIVISION DIRECTORATE FOR MILITARY PAY - DFAS-IN	MPO.3880C
17	TRAVEL DFAS-IN ATTN: DEPT 3100 (MP) INDIANAPOLIS, IN 46249	TBD
18	CASUALTY SECTION ATTN: DFAS-IN-FJECB SPECIAL ASSISTANCE DIVISION DIRECTORATE FOR MILITARY PAY - DFAS-IN	MPO.3837
19	ARMY/AIR FORCE EXCHANGE SERVICE DALLAS, TX 75266-0202	AJSCS
20	RESERVE COMPONENT PROCESSING ATTN: **NOT CURRENLTY USED** RESERVE COMPONENT PROCESSING DIVISION DIRECTORATE FOR MILITARY PAY - DFAS-IN	MPO.3842
21	RESERVE COMPONENT PROCESSING NG BANCH ATTN: DFAS-IN-FJEBC RESERVE COMPONENT PROCESSING DIVISION DIRECTORATE FOR MILITARY PAY - DFAS-IN	MPO.3843
22	RESERVE COMPONENT PROCESSING ATTN: **NOT CURRENTLY USED** RESERVE COMPONENT PROCESSING DIVISION DIRECTORATE FOR MILITARY PAY - DFAS-IN	MPO.3844
24	RESERVE COMPONENT PROCESSING RC BRANCH ATTN: DFAS-IN-FJEBA RESERVE COMPONENT PROCESSING DIVISION DIRECTORATE FOR MILITARY PAY - DFAS-IN	MPO.3845
25	DEPENDENCY SECTION ATTN: DFAS-IN-FJECG SPECIAL ASSISTANCE DIVISION DIRECTORATE FOR MILITARY PAY - DFAS-IN	MPO.3804 MPO.3804C
40	DDMS INTERFACE DFAS-DE	
97	IRR MUSTER ATTN: DARP-MOT-I 9700 PAGE AVENUE ST LOUIS, MO 63132-5200	

APPENDIX D

STATE TAXING AUTHORITIES AND POSTAL SERVICE STATE ABBREVIATIONS

1. PURPOSE. This appendix contains State Taxing Authorities and US Postal Service State abbreviations used in DJMS-RC.

TAX STATE	CODE	POSTAL ABBR	STATE	TAX CODE	POSTAL ABBR
ALABAMA	01	AL	OKLAHOMA	40	OK
ALASKA	02	AK	OREGON	41	OR
ARIZONA	04	AZ	PENNSYLVANIA	42	PA
ARKANSAS	05	AR	RHODE ISLAND	44	RI
CALIFORNIA	06	CA	SOUTH CAROLINA	45	SC
COLORADO	08	CO	SOUTH DAKOTA	46	SD
CONNECTICUT	09	CT	TENNESSEE	47	TN
DELAWARE	10	DE	TEXAS	48	TX
DISTRICT OF COLUMBIA	11	DC	UTAH	49	UT
FLORIDA	12	FL	VERMONT	50	VT
GEORGIA	13	GA	VIRGINIA	51	VA
HAWAII	15	HI	WASHINGTON	53	WA
IDAHO	16	ID	WEST VIRGINIA	54	WV
ILLINOIS	17	IL	WISCONSIN	55	WI
INDIANA	18	IN	WYOMING	56	WY
IOWA	19	IA			
KANSAS	20	KS	NOT DESIGNATED	98	
KENTUCKY	21	KY	(Temporary)		
LOUISIANA	22	LA	NOT LISTED/FOREIGN	99	
MAINE	23	ME	AMERICAN SAMOA	AS	AS
MARYLAND	24	MD	SAIPAN	CM	MP
MASSACHUSETTS	25	MA	PANAMA CANAL ZONE	CZ	
MICHIGAN	26	MI	GUAM	GU	GU
MINNESOTA	27	MN	PUERTO RICO	PR	PR
MISSISSIPPI	28	MS	VIRGIN ISLANDS	VI	VI
MISSOURI	29	MO			
MONTANA	30	MT	APO AND FPO AREAS		
NEBRASKA	31	NE			
NEVADA	32	NV	ALASKA AND		
MEW HAMPSHIRE	33	NH	PACIFIC AREA		AP
NEW JERSEY	34	NJ			
NEW MEXICO	35	NM	CANADA, EUROPE, AFRICA		
NEW YORK	36	NY	AND MIDDLE EAST		AE
NORTH CAROLIA	37	NC			
NORTH DAKOTA	38	ND	CENTRAL AND SOUTH		
OHIO	39	OH	AMERICA		AA

APPENDIX E

DJMS-RC Dxx-TIN PROCESSING LOGIC TABLE

Part 1 of this appendix shows the relationship between the ACTION-INDICATOR (position 64), and the COMPONENT OF PAY (positions 32 - 33) used in various D02 input transactions, and the transaction(s) that are actually used by DJMS-RC.

The D02 transaction references input prior to TIN processing. Once the D02 transaction processes, DJMS-RC generates (creates) other Dxx transactions. The format (record layout) of the transactions generated is shown in Part 2 of this appendix.

For an example from the list on Page 2 of this appendix: when a D02 is input with an ACTION-INDICATOR of either A or B, and the COMPONENT OF PAY is either a B2 or a CG, (Hostile Fire Pay), DJMS will generate a D10 transaction according to the format shown in Part 2.

The ACTION INDICATORS ARE:

A = Initial Payment of entire Entitlement
B = Supplemental Payment
C = Collect Entire Amount of Entitlement
D = Collect Partial Entitlement from a Previous Overpayment
G = Reversal, Restricted to Central Site

This appendix also contains the record formats of those transactions involved in this process.

Refer to Appendix G for the specific LES remarks for each Component of Pay.

PART 1: REFORMATTED D02 from the Original TIN D02

WHEN D02 ACTION INDICATOR IS:	AND THE COMPONENT OF PAY IS	THEN DJMS-RC REFORMATS
A or B	A1, A9, AC, AD, AI, AR, C4, FS, WZ	D02

In this case, a uniquely formatted D02 transaction is generated, regardless of the original format of the D02 source transaction. All original D02 transactions, with the Components of Pay listed above, will cause DJMS-RC to generate the same, reformatted, D02S transaction, as shown in Part 2, Page F-6 of this appendix.

PART 1: SYSTEM GENERATED TIN from the D02 TIN

WHEN D02 ACTION INDICATOR IS:	AND THE COMPONENT OF PAY IS	THEN DJMS-RC CREATES
A or B	B3, B4, B5, B6, CF	D04
A or B	A8, B1, B7, B8, B9, BA, BB, BC, BD, BE, BF, BG, BH, CA, CB, CC, CD, CE, CK, CI, Q1, QD, UF, UG, UH, UI	D05
A or B	AB, C5, BI, I1, IC, ID, IE, IF, IG, IH, II, IJ, IK, IL, IM, IN, IU, IV	D06
A or B	C6, CH, CJ, H1, H2, H3, HB, HC, HD, HE, HF, HG, HM, HN, HR, SA, SB	D08
A or B	C7, C8, F1, F2, F3, F4, H5, H6	D09
A or B	B2, CG	D10
A or B	H7, H8, H9, HA	D12
A or B	A7, AA, AD, AG, AH, AP, AQ, AU, AV, BJ, BK, BL, BM, BN, BU, BP, BQ, BR, BS, BT, BV, BW, BX, BY, BZ, C1, C2, C9, CI, CX, EA, EB, EC, IS, IT, R1, R2, R3, R4, R5, R6, R7, U1, U2, U3, U4, U5, U6, U7, U8, U9, UA, UB, UC, UJ, UK, W7, WW, WX, WY, Y1, Y3, YH, YS, Z5, Z6, Z9 R3 (BETWEEN 9 JUL 52 AND 13 OCT 95)	D13

PART 1: SYSTEM GENERATED TIN from the D02 TIN

WHEN D02 ACTION INDICATOR IS:	AND THE COMPONENT OF PAY IS	THEN DJMS-RC CREATES A **DQ03** AND
C or D	B3, B4, B5, B6, BJ, BK, BL, BM, BN, BS, BT, BV, BW, BX, BY, BZ, C1, C2, CF	D04
C or D	A8, B1, B7, B8, B9, BA, BB, BC, BD, BE, BF, BG, BH, CA, CB, CC, CD, CE, CK, CI, Q1, QD, UF, UG, UH, UI	D05
C or D	AB, C5, BI, I1, IC, ID, IE, IF, IG, IH, II, IJ, IK, IL, IM, IN, IU, IV	D05
C or D	C6, CH, CJ, H1, H2, H3, HB, HC, HD, HE, HF, HG, HM, HN, SA, SB	D08
C or D	C7, C8, F1, F2, F3, F4, H5, H6	D09
C or D	B2, CG	D10
C or D	H7, H8, H9, HA	D12
C or D	A7, AA, AD, AG, AH, AP, AQ, AU, AV, BJ, BK, BL, BM, BN, BU, BP, BQ, BR, BS, BT, BV, BW, BX, BY, BZ, C1, C2, C9, CI, CX, EA, EB, EC, IS, IT, R1, R2, R3, R4, R5, R6, R7, U1, U2, U3, U4, U5, U6, U7, U8, U9, UA, UB, UC, UJ, UK, W7, WW, WX, WY, Y1, Y3, YH, YS, Z5, Z6, Z9 R3 (BETWEEN 9 JUL 52 AND 13 OCT 95)	D13
C or D	A1, A9, AC, AD, AI, AR, C4, FS, WZ	D15

PART 1: SYSTEM GENERATED TIN from the D02 TIN

WHEN D02 ACTION INDICATOR IS:	AND THE COMPONENT OF PAY IS	THEN DJMS-RC CREATES A **DQ03** AND
G	B3, B4, B5, B6, BJ, BK, BL, BM, BN, BS, BT, BV, BW, BX, BY, BZ, C1, C2, CF	D04
G	A8, B1, B7, B8, B9, BA, BB, BC, BD, BE, BF, BG, BH, CA, CB, CC, CD, CE, CK, CI, Q1, QD, UF, UG, UH, UI	D05
G	AB, C5, BI, I1, IC, ID, IE, IF, IG, IH, II, IJ, IK, IL, IM, IN, IU, IV	D06
G	C6, CH, CJ, H1, H2, H3, HB, HC, HD, HE, HF, HG, HM, HN, SA, SB	D08
G	C7, C8, F1, F2, F3, F4, H5, H6	D09
G	B2, CG	D10
G	H7, H8, H9, HA	D12
G	A7, AA, AG, AH, BU, BP, BQ, BR, C9, CI, EA, EB, IS, IT, U1, U2, U3, U4, U5, U6, U7, U8, U9, UA, UB, UC, UJ, UK, W7, Y1, YH, YS, Z5, Z6 R3 (BETWEEN 9 JUL 52 AND 29 NOV 90)	D13
G	A1, A9, AC, AD, AI, C4	D15

NOTE: ACTION INDICATOR ‘G’ IS RESTRICTED TO CENTRAL SITE. CHECK-CANCEL-CODE (Position 59) is equal to ‘C’.

PART 2: REFORMATTED TIN D02

(for active duty inside or outside IAS)

REFORMATTED TIN D02		
DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	'A'
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	FIRST 5 POSITIONS OF MEMBER'S LAST NAME.
ADJ-AMT	16-21	NET PAY AMOUNT. INITIAL D02 SHOWS THE GROSS BASE PAY AMOUNT. WHEN PROCESSED, THE FICA TAX IS COMPUTED; POSITIONS 16 - 21 IS NET PAY. WHEN ADJ-AMT = ZERO, ADJ-PAY-COMP = A1, AC, AD, C4, AR, FS OR WZ.
ADJUST-FY	22	FISCAL YEAR TO BE ADJUSTED.
APC	23-28	APC FROM ORIGINAL TRANSACTION.
NBR-DAYS-ADJ	29-31	NUMBER OF DAYS. ZERO-FILLED FOR DIFFERENCE IN PAY.
ADJ-PAY-COMP	32-33	SEE COMPONENTS OF PAY FROM THIS APPENDIX, PART 1; REFORMATTED D02. SEE ADJ-AMT, PAS, ADJ-STIPEND, ADJ-STP-DT AND TYPE-DUTY FOR RESTRICTIONS.
FICA-TAX-ADJ	34-39	FICA TAX AMOUNT.
ADJ-STIPEND	40	WHEN ADJ-STIPEND = X, ADJ-PAY-COMP EQUALS AC, AD, FS OR WZ; ELSE ADJ-STIPEND EQUALS SPACE.
TYPE-DUTY	41	1 = INCAPACITATION PAY (ADJ-PAY-COMP = C4) L = LONG TOUR S = SHORT TOUR
ADJ-STR-DT	42-47	IN YYMMDD FORMAT.
ADJ-STP-DT	48-53	IN YYMMDD FORMAT. ADJ-STP-DT IS INSIDE IAS WHEN ADJ-PAY-COMP = A1, AC, AD, AI, AR, FS OR WZ.
MILITARY-PERS-CLASS	54	O = OFFICER E = ENLISTED W = WARRANT OFFICER O - (OFFICER) WHEN CBPO = S8

REFORMATTED TIN D02 (continued)		
DATA NAME	POSITION	EXPLANATION
MANUAL-ADJ-CODE	55	B = FOR COLLECTION BLANK = FOR PAYMENT
CLERK-ID	56-57	CLERK'S INITIALS.
HF3-BYPASS-CODE	58	X = BYPASS THE HISTORY FILE (CENTRAL SITE ONLY) BLANK = NO BYPASS.
CHECK-CANCEL-CODE	59	C = CHECK CANCELED, ELSE BLANK.
COUNTRY-CODE	60-61	BLANK, OR COUNTRY CODE CONTAINED IN TABLE 54. SEE APPENDIX H.
FILLER	62-63	BLANK
ACTN-INDCTR	64	A = PAYMENT OF ENTIRE ENTITLEMENT B = SUPPLEMENTAL PAYMENT C = COLLECT ENTIRE ENTITLEMENT D = COLLECT PARTIAL ENTITLEMENT DUE TO A PREVIOUS OVERPAYMENT G = REVERSAL, Central Site Only
PAS		PAS EQUALS 963IFCCH, 963IFCCK OR 963IFCCQ WHEN ADJ-PAY-COMP = AD.
SITE-ID (or CBPO)	65-66	THE TWO POSITION SITE-ID. (WHEN CBPO = S8, ADJ-PAY-COMP = A1, AC, AG, B3, F1 THRU F4, H1, H2, H5, H8, HB, HC, SA OR SB.
UIC	67-72	SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER A STATE TAX CODE FROM APPENDIX E. FOR USAR, THE PAY GROUP: AN = 48 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED. BN = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED. USE AN FOR NON-PRIOR SERVICE MEMBERS
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION.

PART 2: SYSTEM GENERATED from the TIN D02

(for active duty inside or outside IAS)

DATA NAME	POSITION	TIN D04 EXPLANATION
TRAN-ID	1	See D02 COMMON EDITS from Page 6.
SSAN	2-10	
NAME-ID	11-15	
ADJ-AMT	16-21	
ADJUST-FY	22	BLANK
APC	23-28	APC FROM ORIGINAL TRANSACTION.
NBR-DAYS-ADJ	29-31	BLANK
ADJ-PAY-COMP	32-33	SEE COMPONENTS OF PAY FROM THIS APPENDIX, PART 1; SYSTEM GENERATED D04. EQUAL TO B3, B4, B5 OR B6.
FICA-TAX	34-41	BLANK
ADJ-STR-DT	42-47	BLANK
ADJ-STP-DT	48-53	BLANK
MILITARY-PERS-CLASS	54	See TIN D02 COMMON EDITS from Page 6.
MANUAL-ADJ-CODE	55	BLANK
CLERK-ID	56-57	CLERK'S INITIALS.
BYPASS-CODE	58	X = BYPASS THE HISTORY FILE. (CENTRAL SITE ONLY) BLANK = NO BYPASS.
CHECK-CANCEL-CODE	59	BLANK
FILLER	60-63	BLANK
ACTN-INDCTR	64	
PAS	65-72	
ST-PGMA	73-74	See TIN DO2 COMMON EDITS, from Page 7.
TIN	75-77	D04
SUBMISSION-DAY	78-80	

PART 2: SYSTEM GENERATED from the TIN D02

(for active duty inside or outside IAS)

DATA NAME	POSITION	TIN D05 EXPLANATION
TRAN-ID	1	See D02 COMMON EDITS from Page 6.
SSAN	2-10	
NAME-ID	11-15	
ADJ-AMT	16-21	
ADJUST-FY	22	BLANK
APC	23-28	APC FROM ORIGINAL TRANSACTION.
NBR-DAYS-ADJ	29-31	BLANK
ADJ-PAY-COMP	32-33	SEE COMPONENTS OF PAY FROM THIS APPENDIX, PART 1; REFORMATTED D05. EQUAL TO A8, B1, B7, B8, B9, BA THRU BH, CA THRU CE, CK, CI, Q1, QD, UF, UG, UH OR UI.
FILLER	34-41	BLANK
ADJ-STR-DT	42-47	BLANK
ADJ-STP-DT	48-53	IS INSIDE IAS DATE WHEN ADJ-PAY-COMP EQUALS B1.
MILITARY-PERS-CLASS	54	See TIN D02 COMMON EDITS from Page 6.
MANUAL-ADJ-CODE	55	BLANK
CLERK-ID	56-57	CLERK'S INITIALS
BYPASS-CODE	58	X = BYPASS THE HISTORY FILE (CENTRAL SITE ONLY) BLANK = NO BYPASS.
CHECK-CANCEL-CODE	59	BLANK
FILLER	60-63	BLANK
ACTN-INDCTR	64	
PAS	65-72	
ST-PGMA	73-74	See TIN D02 COMMON EDITS from Page 7.
TIN	75-77	D05
SUBMISSION-DAY	78-80	

PART 2: SYSTEM GENERATED from the TIN D02

(for active duty inside or outside IAS)

DATA NAME	POSITION	TIN D06 EXPLANATION
TRAN-ID SSAN NAME-ID ADJ-AMT	1 2-10 11-15 16-21	See TIN D02 COMMON EDITS from Page 6.
ADJUST-FY	22	BLANK
APC	23-28	APC FROM ORIGINAL TRANSACTION.
NBR-DAYS-ADJ	29-31	BLANK
ADJ-PAY-COMP	32-33	SEE COMPONENTS OF PAY FROM THIS APPENDIX, PART 1; REFORMATTED D06. EQUAL TO AB, BI, C5, I1, IU, IV OR IC THRU IN.
FILLER	34-41	BLANK
ADJ-STR-DT	42-47	BLANK
ADJ-STP-DT	48-53	YYMMDD DATE ADJUSTMENT TO STOP.
MILITARY-PERS-CLASS	54	See TIN D02 COMMON EDITS from Page 6.
MANUAL-ADJ-CODE	55	BLANK
CLERK-ID	56-57	CLERK'S INITIALS
BYPASS-CODE	58	X = BYPASS THE HISTORY FILE (CENTRAL SITE ONLY) BLANK = NO BYPASS.
CHECK-CANCEL-CODE	59	BLANK
FILLER	60-63	BLANK
ACTN-INDCTR PAS ST-PGMA TIN SUBMISSION-DAY	64 65-72 73-74 75-77 78-80	D06 See TIN D02 COMMON EDITS from Page 7.

PART 2: SYSTEM GENERATED from the TIN D02
(for active duty inside or outside IAS)

DATA NAME	POSITION	TIN D08 EXPLANATION
TRAN-ID	1	See TIN D02 COMMON EDITS from Page 6.
SSAN	2-10	
NAME-ID	11-15	
ADJ-AMT	16-21	
ADJUST-FY	22	FISCAL YEAR TO BE ADJUSTED.
APC	23-28	APC FROM ORIGINAL TRANSACTION.
NBR-DAYS-ADJ	29-31	NUMBER OF DAYS TO BE ADJUSTED.
ADJ-PAY-COMP	32-33	SEE COMPONENTS OF PAY FROM THIS APPENDIX, PART 1; SYSTEM GENERATED D08.
ADJ-VHA-CODE	34	X = IF ENTITLED TO VHA BLANK IF NO ENTITLEMENT
FILLER	35-36	BLANK
ADJ-JTR-ZIP	37-41	ZIP-CODE
ADJ-STR-DT	42-47	YYMMDD DATE ADJUSTMENT TO START.
ADJ-STP-DT	48-53	YYMMDD DATE ADJUSTMENT TO STOP.
MILITARY-PERS-CLASS	54	See TIN D02 COMMON EDITS from Page 6.
MANUAL-ADJ-CODE	55	B = NO CHECK ISSUED BLANK = NO ADJUSTMENT
CLERK-ID	56-57	CLERK'S INITIALS
BYPASS-CODE	58	X = BYPASS THE HISTORY FILE (CENTRAL SITE ONLY) BLANK = NO BYPASS
CHECK-CANCEL-CODE	59	C = CHECK CANCELED, ELSE BLANK.
FILLER	60-63	BLANK
ACTN-INDCTR	64	
PAS	65-72	
ST-PGMA	73-74	
TIN	75-77	D08
SUBMISSION-DAY	78-80	

See TIN D02 COMMON EDITS from Page 7.

PART 2: SYSTEM GENERATED from the TIN D02

(for active duty inside or outside IAS)

DATA NAME	POSITION	TIN D09 EXPLANATION
TRAN-ID SSAN NAME-ID ADJ-AMT	1 2-10 11-15 16-21	See TIN D02 COMMON EDITS from Page 6.
ADJUST-FY	22	FISCAL YEAR TO BE ADJUSTED.
APC	23-28	APC FROM ORIGINAL TRANSACTION.
NBR-DAYS-ADJ	29-31	BLANK
ADJ-PAY-COMP	32-33	SEE COMPONENTS OF PAY FROM THIS APPENDIX, PART 1; SYSTEM GENERATED D09. EQUAL TO F1 THRU F4, H5, H6, C7 OR C8.
ADJ-VHA-CODE	34	BLANK
FILLER	35-36	BLANK
ADJ-JTR-ZIP	37-41	BLANK
ADJ-STR-DT	42-47	BLANK
ADJ-STP-DT	48-53	IS INSIDE IAS WHEN ADJ-PAY-COMP = H5, H6 OR F1 THRU F4.
MILITARY-PERS-CLASS	54	See TIN D02 COMMON EDITS from Page 6.
MANUAL-ADJ-CODE	55	BLANK
CLERK-ID	56-57	CLERK'S INITIALS
BYPASS-CODE	58	X = BYPASS THE HISTORY FILE (CENTRAL SITE ONLY) BLANK = NO BYPASS.
CHECK-CANCEL-CODE	59	BLANK
FILLER	60-63	BLANK
ACTN-INDCTR PAS ST-PGMA TIN SUBMISSION-DAY	64 65-72 73-74 75-77 78-80	D09 See TIN D02 COMMON EDITS from Page 7.

PART 2: SYSTEM GENERATED from the TIN D02

(for active duty inside IAS)

TIN D10 ADJUST HOSTILE FIRE OR INCAPACITATION PAY		
DATA NAME	POSITION	EXPLANATION
TRAN-ID SSAN NAME-ID ADJ-AMT	1 2-10 11-15 16-21	See TIN D02 COMMON EDITS from Page 6.
ADJUST-FY	22	BLANK
APC	23-28	APC FROM ORIGINAL TRANSACTION.
NBR-DAYS-ADJ	29-31	BLANK
ADJ-PAY-COMP	32-33	SEE COMPONENTS OF PAY FROM THIS APPENDIX, PART 1; SYSTEM GENERATED D10. EQUAL TO B2 OR CG.
FILLER	34-41	BLANK
ADJ-STR-D	42-47	BLANK
ADJ-STP-DT	48-53	IS INSIDE IAS DATE.
MILITARY-PERS-CLASS	54	See TIN D02 COMMON EDITS from Page 6.
MANUAL-ADJ-CODE	55	BLANK
CLERK-ID	56-57	CLERK'S INITIALS
BYPASS-CODE	58	X = BYPASS THE HISTORY FILE (CENTRAL SITE ONLY) BLANK = NO BYPASS
CHECK-CANCEL-CODE	59	BLANK
FILLER	60-63	BLANK
ACTN-INDCTR PAS ST-PGMA TIN SUBMISSION-DAY	64 65-72 73-74 75-77 78-80	D10 See TIN D02 COMMON EDITS from Page 7.

PART 2: SYSTEM GENERATED from the TIN D02

(for active duty inside or outside IAS)

TIN D12 ADJUST FAMILY SEPARATION ALLOWANCE		
DATA NAME	POSITION	EXPLANATION
TRAN-ID SSAN NAME-ID ADJ-AMT	1 2-10 11-15 16-21	See TIN D02 COMMON EDITS from Page 6.
ADJ-FY	22	BLANK
APC	23-28	APC FROM ORIGINAL TRANSACTION.
NBR-DAYS-ADJ	29-31	BLANK
ADJ-PAY-COMP	32-33	SEE COMPONENTS OF PAY FROM THIS APPENDIX, PART 1; SYSTEM GENERATED D12. EQUAL TO H8, H9, HA OR H7 (CANNOT EQUAL H7 FOR AIR FORCE; TRAN-ID = W).
FILLER	34-41	BLANK
ADJ-STR-DT	42-47	BLANK
ADJ-STP-DT	48-53	YYMMDD DATE ADJUSTMENT TO STOP.
MILITARY-PERS-CLASS	54	See TIN D02 COMMON EDITS from Page 6.
MANUAL-ADJ-CODE	55	BLANK
CLERK-ID	56-57	CLERK'S INITIALS.
BYPASS-CODE	58	X = BYPASS THE HISTORY FILE (CENTRAL SITE ONLY) BLANK = NO BYPASS
CHECK-CANCEL-CODE	59	BLANK
FILLER	60-63	BLANK
ACTN-INDCTR PAS ST-PGMA TIN SUBMISSION-DAY	64 65-72 73-74 75-77 78-80	D12 See TIN D02 COMMON EDITS from Page 7.

PART 2: SYSTEM GENERATED from the TIN D02

(for active duty or training outside IAS)

DATA NAME	POSITION	TIN D13 EXPLANATION
TRAN-ID SSAN NAME-ID ADJ-AMT	1 2-10 11-15 16-21	See TIN D02 COMMON EDITS from Page 6.
ADJUST-FY	22	BLANK
APC	23-28	APC FROM ORIGINAL TRANSACTION.
NBR-DAYS-ADJ	29-31	BLANK
ADJ-PAY-COMP	32-33	SEE COMPONENTS OF PAY FROM THIS APPENDIX, PART 1; SYSTEM GENERATED D13. EQUAL TO AA, AD, AG, AH, AP, AQ, AU, AV, A7, BJ, BK, BM, BN, BP THRU BZ, CI, CX, C1, C2, C9, EA, EB, EC, IS, IT, UA, UB, UC, UJ, UK, U1 THRU U9, Y1, Y3, YH, Z5, Z6, Z7, R1 THRU R7, WW, WX, WY OR W7. EQUAL TO (AIR FORCE) EA, EB, EC OR IT.
FILLER	34-41	BLANK
ADJ-STR-DT	42-47	DATE IS GREATER THAN 520708 WHEN ADJ-PAY-COMP = R3 AND ADJ-STP-DT IS LESS THAN 901130.
ADJ-STP-DT	48-53	DATE IS LESS THAN 901130 WHEN ADJ-PAY-COMP = R3 AND ADJ-STR-DT IS GREATER THAN 5200708.
MILITARY-PERS-CLASS	54	See TIN D02 COMMON EDITS from Page 6.
MANUAL-ADJ-CODE	55	BLANK
CLERK-ID	56-57	BLANK
BYPASS-CODE	58	BLANK
CHECK-CANCEL-CODE	59	BLANK
FILLER	60-63	BLANK
ACTN-INDCTR PAS ST-PGMA TIN SUBMISSION-DAY	64 65-72 73-74 75-77 78-80	D12 See TIN D02 COMMON EDITS from Page 7.

PART 2: SYSTEM GENERATED from the TIN D02

(for active duty or training outside IAS)

DATA NAME	POSITION	TIN D15 EXPLANATION
TRAN-ID SSAN NAME-ID ADJ-AMT	1 2-10 11-15 16-21	See TIN D02 COMMON EDITS from Page 6.
ADJUST-FY	22	BLANK
APC	23-28	APC FROM ORIGINAL TRANSACTION.
NBR-DAYS-ADJ	29-31	NUMBER OF DAYS TO BE ADJUSTED.
ADJ-PAY-COMP	32-33	SEE COMPONENTS OF PAY FROM THIS APPENDIX, PART 1; SYSTEM GENERATED D15. EQUAL TO AC, AD, AI, AR, A1, A9, C4,FS, WZ EQUAL TO AC, AD, FS OR WZ WHEN ADJ-STIPEND = X. EQUAL TO AC, AD, AI, AI, AR, A1, FS OR WZ WHEN ADJ-AMT = ZERO.
FICA-ADJ-AMT	34-39	FICA ADJUSTMENT AMOUNT, BLANK IF NO ADJUSTMENT AMOUNT.
ADJ-STIPEND	40	X = ADJUST STIPEND (SEE ADJ-PAY-COMP) BLANK = NO ADJUSTMENT
ADJ-TOUR-LENGTH	41	EQUALS L, S (OR 1 IF ADJ-PAY-COMP = C4).
ADJ-STR-DT	42-47	YYMMDD DATE ADJUSTMENT TO START.
ADJ-STP-DT	48-53	ID INSIDE IAS WHEN ADJ-PAY-COMP EQUALS AC, AD, AI, AR, A1, FS OR WZ.
MILITARY-PERS-CLASS	54	See TIN D02 COMMON EDITS from Page 6.
MANUAL-ADJ-CODE	55	BLANK
CLERK-ID	56-57	CLERK'S INITIALS
BYPASS-CODE	58	X = BYPASS THE HISTORY FILE (CENTRAL SITE ONLY) BLANK = NO BYPASS
CHECK-CANCEL-CODE	59	BLANK
FILLER	60-63	BLANK

ACTN-INDCTR	64		
PAS	65-72		
ST-PGMA	73-74		
TIN	75-77	D15	See TIN D02 COMMON EDITS from Page 7.
SUBMISSION-DAY	78-80		

APPENDIX F

COMPONENTS OF PAY

This appendix contains the Components of Pay used for entitlements, deduction and collection transactions. Those transactions used exclusively for debt collection only are identified in **bold type**.

COP	LES REMARK	USED IN INPUT TIN	SYSTEM CREATED
BD	1ST CLASS DIVER DDP SPECIAL PAY	D02,DQ03 (MUST HAVE AD)	D05
BF	2ND CLASS DIVER DDP SPECIAL PAY	D02,DQ03 (MUST HAVE AD)	D05
WW	ACCESSION TEST BONUS	D02,DQ03	D13
WX	ACCESSION TEST BONUS, $10,000	D02,DQ03	D13
I1	ACIP TYPE A	D02,A24,C01,C03,C04,DQ03	D06
Z9	ADVANCE EARNED INCOME CREDIT PAYMENT	D02,DQ03	D13
N4	**ADMINISTRATIVE AND INTEREST FEES**	DR03	
M9	**AGENCY, OTHER DOD**	DR03	
MA	**AGENCY, OTHER NON-DOD**	DS03 or DR03	
IV	AVIATION CONT NAVIGATOR HDIP	D02,A24,C01,C03,DQ03	D06
IU	AVIATION CONT PILOT HDIP	D02,A24,C01,C03,C04,DQ03	D06
F3	BAS, TYPE B	D02,A24,C01,C03,C04,DQ03	D09
F1	BAS, TYPE H	D02,A24,C01,C03,C04,DQ03	D09
F2	BAS, TYPE K	D02,A24,C01,C03,C04,DQ03	D09
M8	**BASE EXCHANGE**	DS03	
HG	BAH WITH DEPENDENTS (ENLISTED)	D02,A24,C01,C03,C04,DQ03	D08
HR	BAH-DIFFERENTIAL	D02	D08
H1	BAH WITH DEPENDENTS (OFFICER)	D02,A24,C01,C03,C04,DQ03	D08
H2	BAH WITHOUT DEPENDENTS	D02,A24,C01,C03,C04,DQ03	D08
H3	BAH PARTIAL RATE	D02,A24,C01,C03,C04,DQ03	D08
R5	BASIC FEMALE CLOTHING ALLOWANCE	D02,DQ03	D13
R4	BASIC MALE CLOTHING ALLOWANCE	D02,DQ03	D13
BH	CAREER SEA DUTY SPECIAL PAY	D02,DQ03 (MUST HAVE AD)	D05
MJ	**CHARGE SALE OF CLOTHING**	DR03	
MB	**CHECKS, DISHONORED**	DS03 or DR03	
MC	**CHECKS, DUPLICATE**	DR03	
IK	CHEMICAL MUNITIONS HDIP	D02,A24,CO1,C03,DQ03	D06
ME	**CIVILIAN PAY**	DRO3	
H5	COLA WITH DEPENDENTS, REGULAR	D02,A24,C01,C03,C05,DQ03	D09
H6	COLA WITHOUT DEPENDENTS, REGULAR	D02,A24,C01,C03,C05,DQ03	D09
BG	COMBAT DIVER DDP SPECIAL PAY	D02,DQ03 (MUST HAVE AD)	D09

COP	LES REMARK	USED IN INPUT TIN	SYSTEM CREATED
M6	**COMMISSARY**	DR03	
HT	CONUS COLA WITH DEPENDENTS	D02	D09
HS	CONUS COLA WITHOUT DEPENDENTS	D02	D09
IC	CREW MEMBER HDIP	D02,A24,C01,C03,C04,DQ03	D06
II	DANGEROUS VIRUS LAB HDIP	D02,A24,C01,C03,DQ03	D06
IF	DEMOLITION HDIP	D02,A24,C01,C03,C04,DQ03	D09
B5	DENTAL SPECIAL PAY	D02,A24,C01,C03,C05,DQ03	D04
Y1	DISABILITY SEVERENCE SEPARATION PAY	D02,DQ03	D13
YS	DISABILITY SEVERENCE PAY NON-TAX	D02,DQ03	D13
B7	DIVING DUTY SPECIAL PAY	D02,A24,B11,B13,C01,C03, C04	D05
FJ	**EMERGENCY CONDITIONS BAS**	DR03	
IG	EXPERIMENTAL STRESS HDIP	D02,A24,C01,C03,DQ03	D06
G1	**FINE & FORFEITURE CM FORFEITURE**	DF03	
G2	**FINE & FORFEITURE CM FINES**	DQ03	
G3	**FINE & FORFEITURE ARTICLE 15**	DQ03	
IM	FLYING DUTY WEAPONS CONTROL CREW HDIP	D02,A24,C01,C03,DQ03	D06
IL	FLYING DUTY NON-RATED CREW HDIP	D02,A24,C01,C03,DQ03	D06
B1	FOREIGN DUTY SPECIAL PAY	D02,A24,C01,CO3,C05,DQ03	D05
H7	FSA TYPE I (BAQ)	D02,A24,C01,C03,C04,DQ03	D12
H8	FSA TYPE II (PCS)	D02,A24,C01,C03,C05,DQ03	D12
H9	FSA TYPE II (TDY)	D02,A24,C01,C03,C05,DQ03	D12
HA	FSA TYPE II (TDY-SEA DUTY)	D02,A24,C01,C03,C05,DQ03	D12
FF	**GOVERNMENT MESS N/A CONUS BAS**	DR03	
FE	**GOVERNMENT MESS N/A O/S BAS**	DR03	
FL	**GOVERNMENTR MESS N/A OVERSEAS BAS**	DR03	
G8	**GOVERNMENT PROPERTY LOST/DAMAGED**	DG03	
MK	**HOSPITAL BILLS**	DR03	
FB	**HOSPITAL CONUS BAS**	DR03	
FA	**HOSPITAL O/S BAS**	DR03	
B2	HOSTILE FIRE SPECIAL PAY	D02 A24,C01,CO3,C05,DQ03	D10
C6	INCAPACITATION PAY BAQ	D02,A24,C01,C03,C04,DQ03	D08
C7	INCAPACITATION PAY BAS	D02,A24,C01,C03,C04,DQ03	D09
C4	INCAPACITATION PAY BASE PAY	D02 A24,C01,C03, DQ03	D15
C8	INCAPACITATION PAY COLA	D02,A24,C01,C03,C05,DQ03	D09
CB	INCAPACITATION PAY FLPP I	D02,A24,C01,C03,DQ03	D05
CC	INCAPACITATION PAY FLPP II	D02,A24,C01,C03,DQ03	D05
CD	INCAPACITATION PAY FLPP III	D02,A24,C01,C03,DQ03	D05
CE	INCAPACITATION PAY FLPP IV	D02,A24,C01,C03,DQ03	D05

COP	LES REMARK	USED IN INPUT TIN	SYSTEM CREATED
CK	INCAPACITATION PAY FOREIGN DUTY	D02,A24,C01,C03,C05,DQ03	D05
CG	INCAPACITATION PAY HOSTILE FIRE	D02,A24,C01,C03,C05,DQ03	D10
C5	INCAPACITATION PAY INCENTIVE PAY	D02,A24,C01,C03,C04,DQ03	D06
CF	INCAPACITATION PAY MDVO	D02,A24,C01,C03,DQ03	D04
CJ	INCAPACITATION PAY O/S HOUSING ALWS	D02,A24,C01,C03,C05,DQ03	D08
CA	INCAPACITATION PAY PRO PAY	D02,A24,C01,C03,DQ03	D05
CI	INCAPACITATION PAY SDAP	D02,A24,C01,C03,DQ03	D05
C9	INCAPACITATION PAY SPECIAL PAY	D02,DQ03	D13
CH	INCAPACITATION PAY VHA	D02,A24,C01,C03,C05,DQ03	D08
SD	**INITIAL TLA OSSA**	D02	
AI	IRR PAY ANNUAL SCREENING	D02,A24,C01,CO3,DQ03	D15
MH	**LAUNDRY/DRY CLEANNG, GOVERNMENT**	DR03	
FH	**LEAVE RATIONS CONUS BAS**	DR03	
FG	**LEAVE RATIONS O/S BAS**	DR03	
IN	LEPROSARIUM DUTY HDIP	D02,A24,C01,C03,DQ03	D06
UF	LEVEL 1 FLPP (ACTIVE DUTY ONLY)	D02,A24,C01,C03,DQ03	D05
UG	LEVEL 2 FLPP (ACTIVE DUTY ONLY)	D02,A24,C01,C03,DQ03	D05
UH	LEVEL 3 FLPP (ACTIVE DUTY ONLY)	D02,A24,C01,C03,DQ03	D05
UI	LEVEL 4 FLPP (ACTIVE DUTY ONLY)	D02,A24,C01,C03,DQ03	D05
Y3	LUM SUM RESERVE BONUS SEPARATION PAY	D02,DQ03	D13
BB	MARINE DIVING OFF DDP SPECIAL PAY	D02 (MUST HAVE AD)	D05
BC	MASTER DIVER DDP SPECIAL PAY	D02,DQ03 (MUST HAVE AD)	D05
B3	MEDICAL SPECIAL PAY	D02,A24,C01,CO3,C05,DQ03	D04
AM	**MEETING CONFERENCE TRAVEL MILEAGE**	DR03	
FD	**MESS SEPARATELY CONUS BAS**	DR03	
HO	MOVING IN HOUSING ALLOWANCE - MISC	D02	
HP	MOVING IN HOUSING ALLOWANCE – RENT	D02	
HQ	MOVING IN HOUSING ALLOWANCE –SECURITY	D02	
M7	**NON-APPROPRIATED FUND**	DS03	
ID	NON CREW MEMBER HDIP	D02,A24,C01,C03,C04,DQ03	D06
W7	NON-TAXABLE ENTITLEMENT	D02,DQ03	D13
R2	OFFICER ADDITIONAL CLOTHING ALLOWANCE	D02,DQ03	D13
F4	OFFICER BAS	D02,A24,C01,C03,C04,DQ03	D09
R1	OFFICER INIT CLOTHING ALLOWANCE	D02,DQ03	D13
R3	OFFICER MAINT. CLOTHING ALLOWANCE	D02,DQ03	D13
SC	OHA INTERIM OSSA	D02	D09
SA	OHA WITH DEPENDENT OSSA	D02,A24,C01,C03,C05,DQ03	D08
SB	OHA WITHOUT DEPENDENT OSSA	D02,A24,C01,C03,C05,DQ03	D08
AL	**OPERATIONAL MANAGERIAL TRAVEL MILEAGE**	DQ03	
B4	OPTOMETRY SPECIAL PAY	D02,A24,C01,CO3, C05,DQ03	D04
ZZ	OTHER	D02,DQ03	D13

COP	LES REMARK	USED IN INPUT TIN	SYSTEM CREATED
F7	**PARTIAL BAS**	DR03	
IJ	PARACHUTE (HALO) HDIP (AD ONLY)	D02,A24,C01,C03, DQ03	D06
IE	PARACHUTE HDIP	D02,A24,C01,C03,C04,DQ03	D06
B8	PARARESCUE DDP SPECICAL PAY	D02,A24,B11,B13,C01,CO3, C04	D05
A1	PAY, BASIC	D02,A24,B11,B13,C01,C03, DQ03	D15
A3	**PAY, ADVANCE PAY**	DV03	
A2	**PAY, CASUAL**	DW03	
AZ	PAY & ALLOWANCES DEBT	D02,DQ03	DQ03
BU	PERSONAL EXPENSE MONEY SPECIAL PAY	D02,DQ03	D13
YH	PERSONAL EXPENSE SPECIAL PAY	D02,DQ03	D13
A8	PROFICIENCY PAY	D02,DQ03 (MUST HAVE AD)	D05
F6	**PRORATED BAS**	DR03	
Q1	RECRUITER SDAP	D02,A24,B11,B13,C01,CO3, C04	D05
QD	RECRUITER SDAP	D02,A24,B11,B13,C01,CO3, C04	D05
EB	REIMBURSABLE EXPENSES BOOKS/SUPPLIES	D02,DQ03	D13
EC	REIMBURSABLE EXPENSES FEES	D02,DQ03	D13
EA	REIMBURSABLE EXPENSES TUITION	D02,DQ03	D13
GE	**REPORT OF SURVEY EQUIPMENT**	DG03	
MF	**RETIRED PAY**	DR03	
AS	**ROTC ADVANCE CAMP BASE PAY**	DQ03	
AV	ROTC BOOKS AND FEES	D02,DQ03	D13
AU	ROTC COMMUTATION/UNIFORM	D02,DQ03	D13
FS	ROTC SUBSISTENCE ALLOWANCE	D02,A24,B11,B13,C01,CO3, C04	D15
AR	ROTC SUMMER CAMP/TRAINING BASE PAY	D02,A24,C01,CO3,DQ03	D15
AT	**ROTC TRAINING ADVANCE PAY**	DQ03	
BE	SALVAGE DIVER DDP SPECIAL PAY	D02,DQ03 (MUST HAVE AD)	D05
AA	SAVE PAY ALLOWANCES	D02,DQ03	D13
A9	SAVE PAY BASC PAY	D02,A24,B11,B13,C01,DQ03	D15
AB	SAVE PAY INCENTIVE PAY	D02,A24,C01,C03,C05,DQ03	D06
BN	SAVE PAY-DENTIST SPECIAL PAY	D02,DQ03	D13
BR	SAVE PAY-DIRECT COMM SPECIAL PAY	D02,DQ03	D13
BP	SAVE PAY-FMR WARRANT SPECIAL PAY	D02,DQ03	D13
BQ	SAVE PAY-OTS GRADUATE SPECIAL PAY	D02,DQ03	D13

COP	LES REMARK	USED IN INPUT TIN	SYSTEM CREATED
BM	SAVE PAY-PHYSICIAN SPECIAL PAY	D02,DQ03	D13
B9	SCUBA DDP SPECIAL PAY	D02,A24,C01,CO3,C05,DQ03	D05
BA	SEA DUTY SPECIAL PAY	D02,DQ03 (MUST HAVE AD)	D05
Z5	SERVICE GROUP LIFE INSURANCE	D02,DQ03	D13
A7	SEVERANCE PAY	D02,DQ03	D13
R7	STANDARD FEMALE CLOTHING ALLOWANCE	D02,DQ03	D13
R6	STANDARD MALE CLOTHING ALLOWANCE	D02,DQ03	D13
WZ	STIPEND, NCP MONTHLY CONTINUE BONUS	D02,A24,B11,B13,C01,CO3, C04	D15
AC	STIPEND, HPSP/FAP	D02,A24,B11,C01,C03,DQ03	D15
AD	STIPEND, STRAP	D02,A24,B11,C01,C03,DQ03	D15
FK	**SUBSISTENCE-IN-KIND BAS**	DR03	
F5	**SUPPLEMENTAL BAS**	DR03	
IS	TAXABLE PAY (FICA/FITW/SITW)	D02,DQ03	D13
IT	TAXABLE PAY (FITW/SITW)	D02,DQ03	D13
MM	**TELEPHONE BILLS**	DR03	
F9	**TDY/PCS/TVL-PR-CONUS BAS**	DR03	
F8	**TDY/PCS/TVL-PR-O/S BAS**	DR03	
IH	TOXIC FUELS HDIP	D02,A24,C01,C03, DQ03	D06
BI	TOXIC PESTICIDES SPECIAL PAY	D02,DQ03 (MUST HAVE AD)	D06
T1	**TRAVEL, ADVANCE**	DR03	
AN	**TRAVEL, MILEAGE**	DQ03	
T3	**TRAVEL, OTHER**	DR03	
T6	**TRAVEL, OVERWEIGHT HOUSEHOLD GOODS**	DR03	
AH	TRAVEL, PER DIEM	D02,DQ03	D13
AG	TRAVEL, TRAINING MILEAGE	D02,DQ03	D13
FI	**TYPE B OVERSEAS BAS**	DR03	
MG	**VA DISABILITY PAY**	DR03	
B6	VETERINARIAN SPECIAL PAY	D02,A24,C01,CO3,C05,DQ03	D04
HD	VHA FULL WITH DEPENDENT INTERIUM	D02,A24,C01,C03,C05,DQ03	D08
HE	VHA FULL WITHOUT DEPENDENT INTERIUM	D02,A24,C01,C03,C05,DQ03	D08
HB	VHA WITH DEPENDENTS	D02,A24,C01,C03,C05,DQ03	D08
HM	VHA WITH DEPENDENTS	D02,A24,C01,C03,C05,DQ03	D08
HN	VHA WITHOUT DEPENDENTS	D02,A24,C01,C03,C05,DQ03	D08
HC	VHA WITHOUT DEPENDENTS	D02,A24,C01,C03,C05,DQ03	D08
HF	VHA WITHOUT DEPENDENT DUAL	D02,A24,C01,C03,C05,DQ03	D08

COP	LES REMARK	USED IN INPUT TIN	SYSTEM CREATED
	RESTRICTED TO CENTRAL SITE		
UA	BONUS, AFFILIATION TYPE 7	D02,DQ03	D13
UB	BONUS, AFFILIATION TYPE 8	D02,DQ03	D13
U3	BONUS, NPS TYPE 1	D02,B03 & DQ03	D13
U4	BONUS, NPS TYPE 2	D02,B03 & DQ03	D13
U5	BONUS, NPS TYPE 3	D02,B03 & DQ03	D13
U7	BONUS, REENLIST TYPE 4	D02,DQ03	D13
U8	BONUS, REENLIST TYPE 5	D02,DQ03	D13
U9	BONUS, REENLIST TYPE 6	D02,DQ03	D13
C2	DENTIST CONTINUATION SPECIAL PAY	D02,DQ03	D13
BK	DENTIST SPECIAL PAY, BOARD CERTIFIED	D02,DQ03	D13
BY	DENTIST SPECIAL PAY ($10K) ADDITIONAL	D02,DQ03	D13
BW	DENTIST SPECIAL PAY ($6K) ADDITIONAL	D02,DQ03	D13
BX	DENTIST SPECIAL PAY ($8K) ADDITIONAL	D02,DQ03	D13
U6	EDUCATION ASSISTENCE BONUS	D02,DQ03	D13
Z1	EMPLOYEE SHARE FICA (CR VOUCHER)	A24,C01,C03,DQ03	SYSTEM
AK	**EXCESS LEAVE PENALTY-NONTAXABLE**	DQ03	
AF	**EXCESS LEAVE**	DQ03	
UJ	IRR BONUS 3 YEARS	D02,DQ03	D13
UK	IRR BONUS 6 YEARS	D02,DQ03	D13
UC	MEDICAL OFFICER FAP BONUS	D02,DQ03	D13
BS	MEDICAL/DENTAL LT 2 YEARS SPECIAL PAY	D02,DQ03	D13
WY	NURSE CANDIDATE BONUS	D02,DQ03	D13
A4	**PAY, LOCAL**	DW03	
A6	**PAY, PARTIAL**	DW03	
C1	PHYSICIAN INCENTIVE SPECIAL PAY	D02,DQ03	D13
BV	PHYSICIAN RETENTION BONUS S. PAY	D02,DQ03	D13
BJ	PHYSICIAN S. PAY, BOARD CERTIFIED	D02,DQ03	D13
BZ	PHYSICIAN SPECIAL PAY, ADDITIONAL	D02,DQ03	D13
U2	PRIOR SERV 6 YEARS BONUS	D02,DQ03	D13
U1	PRIOR SERVICE 3 YEARS BONUS	D02,DQ03	D13
AQ	RESERVIST INVOLUNTARY SEPARATION PAY	D02,DQ03	D13
AP	RESERVIST SPECIAL SEPARATION PAY	D02,DQ03	D13
CX	RN ANESTHETIST SPECIAL PAY	D02,DQ03	D13
BL	SAVE PAY-PHYSICIAN ASSISTANT	D02,DQ03	D13
Z7	STATE INCOME TAX WITHHOLDING	D02,DQ03	D13
Z6	STATE SPONSORED LIFE INSURANCE	D02,DQ03	D13
BT	VSP FOR PHYSICIANS SPECIAL PAY	D02,DQ03	D13

APPENDIX G

COUNTRIES OF THE WORLD (COUNTRY CODES)

This appendix lists the countries of the world, their two digit code (DJMS JWMM table 155) and if they should have/be paid Hostile Fire Pay/Imminent Danger Pay HFP/IDP and also if they are Combat Zone Tax Exempt CZTE (DJMS JWMM table 154). Included are independent states, areas of quasi-independence, areas without sovereign political regimes not recognized by the United States, and outlying areas of the United States including islands in dispute.

The start, stop and process dates identifies those country codes used for the validation and payment of hostile fire pay (HFP). Only those country codes contained in DJMS-AC Table 54, Hostile Fire/Imminent Danger Pay Authorization Table) are eligible for hostile fire pay.

COUNTRY	COUNTRY CODE	START DATE	STOP DATE	C Z T E
- A -				
Adriatic Sea	76			YES
Afghanistan	AF	88/11/01	00/00/00	YES
Alaska	AK and 02			
Albania	AL			YES
Algeria	AG	95/03/07	00/00/00	
America Samoa	AQ			
Andorra	AN			
Angola	AO	92/06/22	00/00/00	
Anguilla	AV			
Antarctica	AY			
Antigua and Barbuda	AC			
Arabian Gulf	71			
Arabian Sea	73	01/09/19	00/00/00	YES
Argentina	AR			
Armenia	AM			
Aruba	AA			
Ashmore,Cartier Islands	AT			
Australia	AS			
Austria	AU			
Azerbaijan	AJ	95/06/09	00/00/00	
- B -				
Bahamas	BF			
Bahrain	BA			YES
Baker Island	FQ			
Bangladesh	BG			
Barbados	BB			
Barbuda and Antigua	AC			
Bassas DA India	BS			
Belarus	BO			

COUNTRY	COUNTRY CODE	START DATE	STOP DATE	C Z T E
Belgium	BE			
Belize	BH			
Benin	BN			
Bermuda	BD			
Bhutan	BT			
Bissau - Guinea	PU			
Bolivia	BL			
Bosnia & Herzegovia	BK	92/06/22	00/00/00	YES
Botswana	BC			
Bouvet Island	BV			
Brazil	BR			
British Indian Ocean Territory	IO			
British Virgin Islands	VI			
Brunei	BX			
Bulgaria	BU			
Burkina	UV			
Burma	BM			
Burundi	BY	96/11/29	00/00/00	
- C -				
Cambodia	CB			
Cameroon	CM			
Canada	CA			
Cape Verde	CV			
Cayman Islands	CJ			
Central African Republic	CT			
Chad	CD			
Chile	CI			
China, Peoples Republic of	CH			
China, Republic of Taiwan	TW			
Clipperton Island	IP			
Christmas Island	KT			
Cocos (Keeling) Islands	CK			
Colombia	CO	85/06/01	00/00/00	
Comoros	CN			
Congo	CF			
Cook Islands	CW			
Coral Sea Islands	CR			
Costa Rica	CS			
Cote D Ivoire (formerly Ivory Coast)	IV			
Croatia	HR	92/06/22	00/00/00	YES
Cuba	CU			
Cyprus	CY			
Czech Republic	EZ			
Czechoslovakia (see Slovakia)	LO			

COUNTRY	COUNTRY CODE	START DATE	STOP DATE	CZTE
- D -				
Dahomey	None			
Denmark	DA			
Djibouti	DJ	02/07/31	00/00/00	YES
Dominica	DO			
Dominican Republic	DR			
- E -				
Ecuador	EC			
Egypt	EG			
El Salvador	ES			
Equatorial Guinea	EK			
Eriteria	ER	02/07/31	00/00/00	
Estonia	EN			
Ethiopia	ET	99/07/13	00/00/00	
Europa Islands	EU			
- F -				
Falkland Islands (Islas Malvinas)				
Previous Code	FA			
Current Code	FK			
Faroe Islands	FO			
Federated States of Micronesia	FM			
Fiji	FJ			
Finland	FI			
France	FR			
French Guiana	FG			
French Polynesia	FP			
French Southern and Antarctic Lands	FS			
- G -				
Gabon	GB			
Gambia,	GA			
Gaza Strip	GZ			
Georgia	GG	97/01/28	00/00/00	
Germany, Federal Republic	GE			
Ghana	GH			
Gibraltar	GI			
Glorioso Island	GO			
Gilbert Islands	GS			
Greece	GR	97/01/29	00/00/00	
Greenland	GL			
Grenada	GJ			
Guadeloupe	GP			
Guam	GQ			
Guatemala	GT			

COUNTRY	COUNTRY CODE	START DATE	STOP DATE	CZTE
Guernsey	GK			
Guinea	GV			
Guinea-Bissau	PU			
Gulf, Aden	72	01/09/19	00/00/00	YES
Gulf, Arabian	71			
Gulf, Oman	74	01/09/19	00/00/00	YES
Gulf, Persian	70	90/08/02	00/00/00	YES
Guyana	GY			
- H -				
Haiti	HA	94/09/16	00/00/00	
Hawaii	HI and 15			
Heard Island and McDonald Islands	HM			
Herzegovia and Bosnia	BK	92/06/22	00/00/00	
Honduras	HO			
Hong Kong	HK			
Howland Island	HQ			
Hungary	HU			
- I -				
Iceland	IC			
India	IN			
Indonesia	ID	01/10/31	00/00/00	
Ionian Sea	77			YES
Iran	IR	79/11/04	00/00/00	
Iraq	IZ	90/09/17	00/00/00	YES
Iraq-Saudia Arabia Neutral Zone	IY			
Ireland	EI			
Islas Malvinas (see Falkland Islands)	FK			
Isle of Man	IM			
Israel	IS	02/01/31	00/00/00	
Italy	IT			
Ivory Coast (formerly) Cote D Ivoire	IV	03/02/27	00/00/00	
- J -				
Jamaica	JM			
Jan Mayen	JN			
Japan	JA			
Jarvis Island	DQ			
Jersey	JE			
Jerusalem	JS			
Johnston Atoll	JQ			
Jordan	JO	97/01/29	00/00/00	YES
Juan De Nova Island	JU			

COUNTRY	COUNTRY CODE	START DATE	STOP DATE	CZTE
- K -				
Kazakhstan	KZ			
Kenya	KE	02/07/31	00/00/00	
Kingman Reef	KQ			
Kiribati	KR			
Korea, North	KN			
Korea, Republic of	KS			
Kuwait	KU	90/08/06	00/00/00	YES
Kyrgyzstan	KG	01/09/19	00/00/00	YES
- L -				
Laos	LA			
Latvia	LG			
Lebanon	LE	83/10/01	00/00/00	
Lesotho	LT			
Liberia	LI	90/08/06	00/00/00	
Libya	LY			
Liechtenstein	LS			
Lithuania	LH			
Luxembourg	LU			
- M -				
Macau	MC			
Macedonia	MK	92/06/22	00/00/00	YES
Madagascar	MA			
Malawi	MI			
Malaysia	MY	01/10/31	00/00/00	
Maldives	MV			
Mali	ML			
Malta	MT			
Man, Isle of	IM			
Martinique	MB			
Marshall Island	RM			
Mauritania	MR			
Mauritius	MP			
Mayotte	MF			
McDonald Islands and Heard Islands	HM			
Mexico	MX			
Micronesia, Federated States	FM			
Midway Islands	MQ			
Moldova	MD			
Monaco	MN			
Mongolia	MG			
Montenegro	MW	92/06/22	00/00/00	YES
Montserrat	MH			
Morocco	MO			
Mozambique	MZ			

COUNTRY	COUNTRY CODE	START DATE	STOP DATE	PROCESS DATE
- N -				
Namibia	WA			
Nauru	NR			
Navassa Island	BQ			
Nepal	NP			
Netherlands	NL			
Netherlands Antilles				
Previous Code	NA			
Current Code	NT			
New Caledonia	NC			
New Zealand	NZ			
Nicaragua	NU			
Niger	NG			
Nigeria	NI			
Niue	NE			
Norfolk Island	NF			
Northern Mariana Islands	CQ			
Norway	NO			
- O -				
Oman	MU	01/09/19	00/00/00	YES
Other	XX			
- P -				
Pakistan	PK	95/10/24	00/00/00	YES
Palmyra Atoll	LQ			
Panama	PM			
Papua New Guinea	PP			
Paracel Island	PF			
Paraguay	PA			
Peru	PE			
Persian Gulf	70	90/08/02	00/00/00	
Philippines	RP	01/10/31	00/00/00	
Pitcairn Island	PC			
Poland	PL			
Portugal	PO			
Puerto Rico	RQ			
- Q -				
Qatar	QA	97/08/07	00/00/00	YES
- R -				
Red Sea	75	01/09/19	00/00/00	YES
Reunion	RE			
Romania	RO			
Russia	RS			
Rwanda	RW	97/10/06	00/00/00	

COUNTRY	COUNTRY CODE	START DATE	STOP DATE	CZTE
- S -				
St. Christopher and Nevis	SC			
St. Helena	SH			
St. Lucia	ST			
St. Pierre and Miquelon	SB			
St. Vincent and the Grenadines	VC			
San Marino	SM			
Sandwich Islands and South Georgia	SX			
Sad Tome and Principe	TP			
Saudia Arabia	SA	90/08/02	00/00/00	YES
Senegal	SG			
Serbia	SR	92/06/22	00/00/00	YES
Seychelles	SE			
Sierra Leone	SL	97/07/18	00/00/00	
Singapore	SN			
Slovenia	SI			
Solomon Islands	BP			
Somalia	SO	92/09/28	00/00/00	
South Africa	SF			
South Georgia and the South Sandwich Islands	SX			
Soviet Union, (previous Code for USSR)	UR			
Slovakia, (formerly Czechoslovakia)	LO			
Spain	SP			
Spratly Islands	PG			
Sri Lanka	CE			
Sudan	SU	93/10/04	00/00/00	
Suriname	NS			
Svalbard	SV			
Swaziland	WZ			
Sweden	SW			
Switzerland	SZ			
Syria	SY	03/07/31	00/00/00	YES
- T -				
Taiwan, Republic of China	TW			
Tajikstan	TI	97/03/31	00/00/00	YES
Tanzania, United Republic of	TZ			
Timor East	TT	01/11/01	00/00/00	
Thailand	TH			

COUNTRY	COUNTRY CODE	START DATE	STOP DATE	CZTE
Togo	TO			
Tokelau	TL			
Tonga	TN			
Trinidad and Tobago	TD			
Tromelin Island	TE			
Trust Territory of the Pacific Islands	PS			
Tunisia	TS			
Turkey	TU	91/02/06	00/00/00	
Turkmenistan	TX			
Turks and Caicos Islands	TK			
Tuvalu	TV			
- U -				
Uganda	UG	00/01/19	00/00/00	
Ukraine	UP			
United Arab Emirates	TC	01/09/19	00/00/00	YES
United Kingdom	UK			
United States	US			
U.S. Pentagon/World Trade	A1	01/09/11	00/00/00	
Upper Volta	None			
Uruguay	UY			
USSR (Previous code)	UR			
Uzbekistan	UZ	01/09/19	00/00/00	YES
- V -				
Vanuatu	NH			
Vatican City	VT			
Venezuela	VE			
Vietnam	VM			
Virgin Islands	VQ			
- W -				
Wake Island	WQ			
Wallis and Futuna	WF			
West Bank	WE			
Western Samoa	WS			
Western Sahara	WI			
- Y -				
Yemen	YE			
Yemen (Aden)	YS			
Yemen (San'aa)	YM	99/05/25	00/00/00	YES
Yugoslavia	YO			
- Z -				
Zaire	CG	96/11/29	00/00/00	
Zambia	ZA			
Zimbabue	ZI			

ADSM BOOK I

APPENDIX H

TRANSACTION FORMATS

DJMS
(DEFENSE JOINT MILITARY PAY SYSTEM)
FOR
RESERVE COMPONENT

UPDATED OCTOBER 1999

APPENDIX H

TRANSACTION FORMAT INDEX

This Index is organized by TIN Number. The title of the record format is also listed. TIN locations are shown by page number within this appendix.

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TRANSACTION FORMAT INDEX

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TIN AA1

ACCESSION

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-37	MEMBER'S LAST NAME, FIRST NAME AND MIDDLE INITIAL. INCLUDE JR., II ETC. **NOTE:** THERE CANNOT BE TWO CONSECUTIVE SPACES IN THE FIVE POSITION BASIC NAME-ID.
PAY ENTRY BASIC DATE (PEBD)	38-43	MEMBER'S COMPUTED PAY ENTRY BASIC DATE FOR LONGEVITY PURPOSES IN **YYMMDD** FORMAT.
OFFICER SERVICE DATE (OSD)	44-49	CORRECT OFFICER SERVICE DATE IN YYMMDD FORMAT, ELSE LEAVE BLANK. **(BLANK FOR ROTC)**
AVIATION SERVICE DATE (ASD)	50-55	CORRECT AVIATION SERVICE DATE IN YYMMDD; ELSE LEAVE BLANK. **(BLANK FOR ROTC)** **NOTE**: IF OFFICER IS ENTITLED TO FLIGHT PAY, ALSO SUBMIT TIN A19.
NON PRIOR SERVICE (NPS) INDICATOR	56	IF MEMBER IS NON-PRIOR SERVICE AWAITING IADT, USE **6**, ELSE LEAVE BLANK. **(BLANK FOR ROTC)**
GRADE	57-58	MEMBER'S PAY GRADE **FOR ROTC USE 99**
DATE OF GAIN (DOG)	59-64	MEMBER'S ENLISTMENT/ASSIGNMENT DATE CANNOT BE A FUTURE DATE.
PAS	65-74	TWO DIGIT SITE ID AND SIX DIGIT UNIT ID CODE. FOR IRR ACCESSION USE SITE ID **Z4** PLUS SIX POSITION UNIT ID CODE 5DDDD0.
ST-PGMA (PAY GROUP AND MOB CODE)	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = **ROTC**, TPU AND IRR, EXCEPT IMA; **BN** = IMA
TIN	75-77	AA1
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A05

HPIP/ROTC STUDENT DATA

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LAST NAME IS LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G.; DOE, JOHN = DOE J
SCHOOL CODE	16-22	THE **SEVEN DIGIT NUMERIC SCHOOL CODE** OR BLANK.
COUNSELOR CD	23-24	ALPHA NUMERIC OR **BLANK FOR ROTC**
DATE OF ENROLLMENT	25-32	MUST BE VALID DATE IN UNSIGNED NUMERIC **CCYYMMDD** FORMAT. IF ACT-TYP EQUAL 1, MUST BE = OR < CP1 HI-DT-PD
DATE OF GRADUATION	33-40	MUST BE VALID DATE IN UNSIGNED NUMERIC **CCYYMMDD** FORMAT. IF ACT-TYP EQUAL 1, MUST BE > DT-ENRLMT.
PROGRAM CODE	41-44	ALPHA NUMERIC, MUST BE PRESENT **NS00** = NON CONTRACT/NON SCHOLARSHIP BASIC CAMP **NS01** = NON CONTRACT/NON SCHOLARSHIP (MSC I) **SC01** = CONTRACTED SCHOLARSHIP (MSC I) **NS02** = NON CONTRACT/NON SCHOLARSHIP (MSC II) **SC02** = CONTRACTED SCHOLARSHIP (MSC II) **NS03** = CONTRACTED/NON SCHOLARSHIP (MSC III) **SC03** = CONTRACTED SCHOLARSHIP (MSC III) **NS04** = CONTRACTED NON SCHOLARSHIP (MSC IV) **SC04** = CONTRACTED SCHOLARSHIP (MSC IV) **NS05** = CONTRACTED NON SCHOLARSHIP APPROVED 5TH YEAR CADET **SC05** = CONTRACTED SCHOLARSHIP APPROVED 5TH YEAR CADET
PROGRAM CODE EFFECTIVE DATE	45-52	MUST BE VALID DATE IN UNSIGNED NUMERIC **CCYYMMDD** FORMAT. MUST BE EQUAL OR < CPE HI-DT-PD.
FILLER	53-56	BLANK
PAY ST ADJ CD	57	**Y** = CHANGE PAY STATUS **N** = NO CHANGE
ACTION TYPE	58	**1** = START **2** = CHANGE
PEC	59-64	PROGRAM ELEMENT CODE - **ROTC = PAPD00**
PAS	65-72	**FOR ROTC ENTER TWO DIGIT SITE ID AND SIX DIGIT SCHOOL ID CODE.** FOR IRR ACCESSION USE SITE-ID **Z4** PLUS SIX POSITION UNIT ID CODE 5DDDD0.
T-PGMA PAY GROUP AND MOB CODE	73-74	ARNG = THE STATE TAX CODE (APPEND. E) FOR USAR, THE PAY GROUP; **AN** = **ROTC**, TPU AND IRR, OTHER THAN IMA **BN** = IMA
TIN	75-77	A05
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A06

ACCESSION

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G. DOE, JOHN = DOE J.

FILLER	16	BLANK
FITW MARTIAL STATUS	17	**M** = MARRIED MEMBERS **S** = SINGLE MEMBER OR MARRIED MEMBER REQUESTING WITHHOLDING AT SINGLE RATE. **NOTE:** IF UNKNOWN, ENTER S.
FITW NUMBER OF EXEMPTIONS	18-19	TOTAL NUMBER OF TAX EXEMPTIONS **00** = UNKNOWN **80** = TAX EXEMPT MEMBER
FITW ADDITIONAL WITHHOLDINGS OPTION	20-21	THE NUMBER OF ADDITIONAL WITHHOLDING OPTIONS PER DAY NOT TO EXCEED 84, ELSE ZERO-FILL. FOR FURTHER TAX DETAILS REFERENCE CHAPTER 4.3.14.
FITW-W2 STATE TAX CODE	22-23	ENTER STATE OF LEGAL RESIDENCE ENTER 99 FOR OVERSEAS RESIDENTS (OTHER THAN SHOWN IN APPENDIX E)
FILLER	24	BLANK
SEX CODE	25	**M** = MALE **F** = FEMALE **M** = UNKNOWN
STATE PERCENT	26-27	WHEN FITW-W2-ST EQUALS 04 (Arizona), ENTER ST-PERCENT OF 10, 20, 22, 28 OR 32, ELSE LEAVE BLANK.
LV-FI-IND	28	**BLANK FOR ROTC.** **X** IF ALL PRIOR SERVICE ACCRUED LEAVE DAYS PAID SINCE 760210 ARE BEING REPORTED. BLANK IF ALL LEAVE PAYMENTS HAVE NOT BEEN REPORTED OR UNKNOWN STATUS. MUST EQUAL **X** IF NPS-IND IS EQUAL TO **6**.
DSS-IND	29	**BLANK FOR ROTC**. USE TIN A06 TO REPORT DESERT STORM LEAVE. (REF: APPENDIX I)
LV-CUM-DA-PD	30-32	**BLANK FOR ROTC.** THE TOTAL NUMBER OF PRIOR SERVICE ACCRUED LEAVE DAYS NOT TO EXCEED 600. 3RD POSITION IS THE DECIMAL SPACE FOR HALF DAYS OF LEAVE AND MUST EQUAL 0 OR 5. ZERO-FILL IF UNKNOWN. MUST EQUAL 000 IF LV-FI-IND IS EQUAL TO A SPACE.
FILLER	33	BLANK
UTA-AUTH-CFY	34-35	**BLANK FOR ROTC.** ZERO-FILL WHEN MEMBER IS AUTHORIZED NORMAL NUMBER OF UTAs (48). MUST EQUAL 12, 24 OR 36 IF NON-PRIOR SERVICE INDICATOR IS = 6.
BAQ-STAT	36	**BLANK FOR ROTC** **0** = MEMBERS WITHOUT DEPENDENTS **1** = MEMBERS WITH DEPENDENTS **2** = MEMBERS WITH DEPENDENTS ASSIGNED TO GOVERNMENT QUARTERS **0** = UNKNOWN
FILLER	37	BLANK

TIN A06 **ACCESSION** (continued)		
SGLI-OPT-CUR	38	**0** = NO SGLI COV **A** = $100,000 COV **1** = $10,000 COV **B** = $110,000 COV **2** = $20,000 COV **C** = $120,000 COV **3** = $30,000 COV **D** = $130,000 COV **4** = $40,000 COV **E** = $140,000 COV **5** = $50,000 COV **F** = $150,000 COV **6** = $60,000 COV **G** = $160,000 COV **7** = $70,000 COV **H** = $170,000 COV **8** = $90,000 COV **I** = $180,000 COV **9** = $90,000 COV **J** = $190,000 COV **K** = $200,000 COV **A = ROTC** UNLESS FORM 8286 STATES OTHERWISE
04E	39	**BLANK FOR ROTC.** **Y** = OFFICERS, GRADE 01-03, W/OVER 4 YEARS OF ACTIVE ENLISTED AND/OR WARRANT SERVICE, ELSE **N**.
CSP DAYS	40-43	**BLANK FOR ROTC**
FILLER	44-49	BLANK
BAS-DEP-TYP	50	**BLANK FOR ROTC** **A** = SPOUSE **C** = CHILD IN MEMBER'S CUSTODY = STEPCHILD = ADOPTED CHILD = ILLEGITIMATE CHILD **D** = PATENT, (INCLUDING IN-LOCO-PARENTIS) **I** = MEMBER MARRIED TO MEMBER, OWN RIGHT **S** = STUDENT **T** = HANDICAPPED CHILD; **W** = MEMBER MARRIED TO MEMBER WITH DEPENDENT CHILD; **0** = NO DEPENDENTS OR UNKNOWN
BAQ-DOB-PD	51-56	**BLANK FOR ROTC** ENTER BIRTH DATE OF YOUNGEST CHILD, IF BAQ DEPENDENT TYPE IS C OR W. ELSE, ZERO-FILL.
FILLER	57	BLANK
ACTION IND	58	**S** = LV-FI-IND EQUALS SPACES **C** = CSP DAYS EQUAL 0000-9999 ELSE ENTER **X** IN LV-SEX-IND.
PEC	59-64	PROGRAM ELEMENT CODE
PAS	65-72	TWO DIGIT SITE ID AND SIX DIGIT UNIT ID CODE. FOR IRR ACCESSION USE SITE ID **Z4** PLUS SIX DIGIT UNIT ID CODE 5DDDD0.
TIN	75-77	A06
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A06

LEAVE ONLY

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G. DOE, JOHN = DOE J.
FILLER	16-27	BLANK
LV-FI-IND	28	**X** (WILL OVERLAY DATE IN THE MMPA)
DSS-IND	29	**X** = DESERT STORM LEAVE ONLY. **SPACE** = ALL OTHER LEAVE.
PS-DA-PD	30-32	PRIOR SERVICE LEAVE DAYS PAID SINCE 10 FEB 76, NOT TO EXCEED 600. IN THE 3RD POSITION, ENTER ZERO OR 5 FOR HALF DAYS OF LEAVE. DO NOT LEAVE BLANK. ZERO-FILL IF NO DAYS PAID. WILL OVERLAY THE MMPA TOTAL NUMBER OF DAYS LEAVE PAID.
FILLER	33-57	BLANK
LV-ONLY-IND	58	**X** (INDICATES THIS TIN IS SUBMITTED TO UPDATE LEAVE DATA ONLY.)
PEC	59-64	PROGRAM ELEMENT CODE
PAS	65-72	THE TWO POSITION SITE ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	A06
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A06

SEX CODE CHANGE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-24	BLANK
SEX CODE	25	**M** = MALE **F** = FEMALE **NOTE:** IF UNKNOWN, ASSUME M.
FILLER	26-57	BLANK
ACTION-IND	58	ENTER **S.**
PEC	59-64	PROGRAM ELEMENT CODE
PAS	65-72	THE TWO POSITION SITE ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	A06
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A07

CHANGE STREET ADDRESS

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-35	BLANK
ADRS-3	36-64	STREET NUMBER, NAME, POST OFFICE BOX, ETC. ABBREVIATE AS NEEDED TO FIT THE FIELD.
PAS	65-72	THE TWO POSITION SITE ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	A07
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A08

CITY, STATE & ZIP CODE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G. DOE, JOHN = DOE J.
ADRS-CITY	16-34	**MUST NOT BE BLANK.** IF POSITION 47 EQUALS 3, FIRST THREE POSITIONS MUST BE **APO**. IF POSITION 47 EQUALS 4, FIRST THREE POSITIONS MUST EQUAL **FPO**.
FILLER	35-37	BLANK
ADRS-4	38-39	IF POSITION 47 EQUALS 1, 3 OR 4, MUST NOT BE BLANK. IF POSITION 47 EQUALS 3 OR 4, THE STATE CODE MUST EQUAL AA, AE OR AP. BLANK WHEN POSITION 47 EQUALS 2.
ADRS-ZIP	40-44	ENTER FIVE POSITION ZIP CODE WHEN POSITION 47 EQUALS 1, 3 OR 4. BLANK WHEN POSITION 47 EQUALS 2.
CC	45-46	MUST NOT BE BLANK WHEN POSITION 16 - 18 EQUALS APO OR FPO, OR IF POSITION 47 EQUALS 3 OR 4.
ADRS-TYPE	47	**1** = DOMESTIC ADDRESS **2** = FOREIGN ADDRESS **3** = APO ADDRESS **4**. FPO ADDRESS
FILLER	48-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE. **Note:** FOR IRR ACCESSION USE SITE-ID **Z4** PLUS SIX POSITION UNIT-ID CODE 5DDDD0.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = TPU AND **IRR**, OTHER THAN IMA, AND FOR NON-PRIOR SERVICE MEMBERS **BN** = IMA
TIN	75-77	A08
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A09

CHANGE PEC/PAS/ST-PGMA

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G. DOE, JOHN = DOE J.
NEW-PEC	16-21	CORRECT OR CHANGE PEC. IF NOT CHANGING, ENTER CURRENT PEC.
ST-PGMA-NEW	22-23	FOR ARNG, ENTER STATE CODE ASSIGNED TO. IF STATE IS NOT CHANGING, ENTER THE CURRENT STATE CODE. (REFERENCE APPENDIX E FOR CODES) FOR USAR, THE CORRECT PAY GROUP. IF PAY GROUP IS NOT CHANGING, ENTER THE CURRENT PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
NEW-PAS	24-31	THE NEW TWO POSITION SITE-ID & SIX POSITION UNIT IDENTIFICATION CODE OF MEMBER'S ASSIGNED UNIT.
FILLER	32-52	BLANK
EFF-DATE	53-58	EFFECTIVE DATE OF RE-ASSIGNMENT OR TRANSFER IN YYMMDD FORMAT.
OLD-PEC	59-64	ENTER THE SIX POSITION OLD PEC.
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = TPU AND ITT, OTHER THAN IMA AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = IMA
TIN	75-77	A09
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A09N

NON PRIOR SERVICE INDICATOR

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
NEW-PEC	16-21	BLANK
ST-PGMA-NEW	22-23	BLANK
NEW-PAS	24-31	BLANK
NPS-INDICATOR	32	ENTER '**6**' IF SERVICE MEMBER IS NPS, ELSE LEAVE BLANK.
FILLER	33-52	BLANK
EFF-DATE	53-58	BLANK
FILLER	59-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID OF THE INPUT SOURCE AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	A09
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A10

MAILING ADDRESS

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
ADRS-5	16-40	MUST NOT BE BLANK, IF POSITION 47 ON THE A08 TIN EQUALS 2 (FOREIGN ADDRESS). OTHERWISE, BLANK.
ADRS-2	41-64	OPTIONAL INFORMATION LINE WHICH PRINTS BELOW THE NAME. **Note:** THIS INFORMATION WILL NOT PRINT ON THE W-2.
PAS	65-72	TWO POSITION SITE ID AND SIX POSITION UNIT ID CODE. FOR IRR ACCESSION USE SITE-ID **Z4** PLUS SIX POSITION UNIT-ID CODE 5DDDD0.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = TPU AND IRR, OTHER THAN IMA; **BN** = IMA
TIN	75-77	A10
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A14

OVER 4 YEARS PRIOR ENLISTED/WO SERVICE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
04E	16	**Y** = OFFICERS SERVING IN GRADE 01, 02 OR 03 WITH OVER 4 YEARS OF ACTIVE ENLISTED/WARRANT SERVICE. **N** = OFFICERS WITH 4 YEARS OR LESS ACTIVE ENLISTED/ WARRANT SERVICE, OFFICERS SERVING IN GRADE 04 AND ABOVE, WARRANT OFFICERS AND ALL ENLISTED MEMBERS.
FILLER	17-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = TPU AND ITT, OTHER THAN IMA, AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = IMA
TIN	75-77	A14
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A15

BAHII DEPENDENT DATA

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
BAQ-STAT	16	**0** = MEMBER WITHOUT DEPENDENTS **1** = MEMBER WITH DEPENDENTS **2** = MEMBER WITH DEPENDENTS, ASSIGNED TO GOVERNMENT QUARTERS.
BAQ-STAT-DT	17-22	EFFECTIVE DATE OF BAHII AS YYMMDD.
BAQ-DEP-TYPE	23	**A** = SPOUSE; **C** = CHILD IN MEMBER'S CUSTODY; = STEPCHILD; = ADOPTED CHILD; = ILLEGITIMATE CHILD; **D** = PATENT, (INCLUDING IN-LOCO-PARENTIS); **I** = MEMBER MARRIED TO MEMBER, OWN RIGHT; **S** = STUDENT **T** = HANDICAPPED CHILD; **W** = MEMBER MARRIED TO MEMBER WITH DEPENDENT CHILD; **0** = NO DEPENDENTS OR UNKNOWN (BOOK I,4.3.35)
BAQ-DOB-PD	24-29	IF BAHII DEPENDENT TYPE IS C OR W, ENTER DATE OF BIRTH OF YOUNGEST CHILD. ELSE ZERO-FILL.
FILLER	30-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = TPU AND ITT, OTHER THAN IMAAND FOR NON-PRIO SERVICE MEMBERS **BN** = IMA
TIN	75-77	A15
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A17

FITW WITHHOLDING

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J
ACTN-INDCTR	16	**1** = STATE **2** = FEDERAL **3** = BOTH
FITW-EXEMPT	17-18	TOTAL NUMBER OF PERSONAL ALLOWANCES CLAIMED ON TD FORM W-4. IF FITW OPTION POSITIONS 19-20 IS ELECTED, POSITIONS 17-18 MUST BE ZEROS. IF CLAIMING EXEMPT STATUS, ENTER 80.
FITW-OPT	19-20	THE NUMBER OF ADDITIONAL WITHHOLDING OPTIONS PER DAY NOT TO EXCEED 84, ELSE ZERO-FILL. MUST EQUAL 00. (BOOK I, CHAPTER 4.3.14)
FITW-MAR-STAT	21	**M** = MARRIED MEMBER **S** = SINGLE OR MARRIED REQUESTING WITHHOLDING AT HIGHER SINGLE RATE. **NOTE:** FOR CODES M OR S CLAIMING EXEMPT STATUS, POSITIONS 17-18 MUST BE 80
SRV-COMP	22	**R** = MOBILIZED MEMBER, ELSE LEAVE BLANK.
FITW-W2-ST	23-24	STATE CODE FROM 2058
ST-PERCENT	25-26	IF THE STATE TAX CODE IS O4, ENTER THE PERCENTAGE 10, 20, 22, 28, OR 32. OTHERWISE LEAVE BLANK
PR-FLAG	27	**1** = NON-CONUS **2** = CONUS
FILLER	28-33	BLANK
SITW-MAR-STAT	34	**M** = MARRIED MEMBER **S** = SINGLE MEMBER OR MARRIED REQUESTING WITHHOLDING AT HIGHER SINGLE RATE
SITW-EXEMP	35-36	TOTAL NUMBER OF PERSONAL ALLOWANCES CLAIMED ON TD FORM W-4. IF SITW OPTION (POSITIONS 37-38) IS ELECTED, POSITIONS 35-36 MUST BE ZEROS. IF CLAIMING EXEMPT STATUS, ENTER 80.
SITW-OPT	37-38	THE NUMBER OF ADDITIONAL WITHHOLDING OPTIONS PER DAY NOT TO EXCEED 84, ELSE ZERO-FILL. MUST EQUAL 00.
SITW-EXEMT REASON	39	**1** = EXEMPT BECAUSE OF RESIDENCY REQUIREMENTS **2** = CLAIMING EXEMPT FOR FITW
FILLER	40-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID AND THE SIX POSITION UNIT IDENTIFICATION CODE.

TIN A17 **FITW WITHHOLDING** (CONTINUED)		
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = TPU AND ITT, OTHER THAN IMA AND FOR NON-PRIOR SERVICE MEMBERS **BN** = IMA
TIN	75-77	A17
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A18

DIRECT DEPOSIT START/STOP/CHANGE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J.
ACTN-INDCTR	16-17	ACTN-INDCTR VALUES ARE: **01** = START **02** = STOP **04** = CHANGE
EFF-DT	18-23	EFFECTIVE DATE (YYMMDD).
CO-CODE	24-30	ENTER COMPANY CODE FROM DJMS TABLE 50. IF ACTN-INDCTR IS 02, LEAVE BLANK. POSITION 24 MUST EQUAL A, B, C, M OR P THROUGH 9.
ACCT-NUMBER	31-47	IF ACTN-INDCTR IS 01 OR 04, ENTER FINANCIAL INSTITUTION ACCOUNT NUMBER, STARTING IN POSITION 31. **LEAVE UNUSED SPACES BLANK**. NO SPACES OR SPECIAL CHARACTERS WITHIN THE NUMBER. IF ACTN-INDCTR IS 02, LEAVE BLANK.
PMT-OPT	48	**C** IF ACTN-INDCTR = 01 OR 04. **BLANK** IF ACTN-INDCTR = 02.
ACT-TYPE	49	ENTER ACCOUNT TYPE: **C** = CHECKING, **S** = SAVINGS, **BLANK** IF ACTN-NDCTR = 02
SP-STAT	50	**C** = FUNDS SENT TO FINANCIAL ORGANIZATION CURRENTLY AND WHILE MOBILIZED. **M** = FUNDS TO FINANCIAL ORGANIZATION WHILE MOBILIZED. SPACE WHEN ACTN-INDCTR = 02.
FILLER	51-54	BLANK
RTN	55-63	ROUTING TRANSIT NUMBER OF FINANCIAL ORGANIZATION SHOWN ON SF1199A. BLANK IF ACTN-INDCTR = 02.
FILLER	64	BLANK
PAS: SITE-ID (or CBPO) & UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	A18
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A19

INCENTIVE PAY DATA

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.

NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
IP-TYPE	16	ENTER THE APPLICABLE INCENTIVE PAY: **A** = ACIP AND CREW MEMBER HDIP **B** = NON-CREW MEMBERS, NON-RATED OFF & OPERATIONAL SUPPORT ENLISTED **C** = PARACHUTE HDIP (NOT HALO) **D** = DEMOLITION HDIP **N** = NO ENTITLEMENT
IP-STR	17-22	ENTER INCENTIVE PAY START DATE AS STATED IN THE HAZARDOUS DUTY ORDERS AS YYMMDD. ENTER ALL = '**N**'. ENTER ALL ZEROS IF INCENTIVE PAY TYPE IN POSITION 16 = '**A'** AND THE MEMBER IS A RATED OFFICER ENTITLED TO ACIP.
IP-STP	23-28	ENTER THE INCENTIVE PAY STOP DATE AS STATED IN **YYMMDD** FORMAT. IF EFFECTIVE STOP DATE IS UNKNOWN AND IP-TYPE IN POSITION 16 = 'A' AND MEMBER IS AN ENLISTED CREW MEMBER, ENTER 991231. IF IP- TYPE IN POSITION 16 = B, C OR D, ENTER 991230. ENTER ALL ZEROS IF THE INCENTIVE PAY TYPE IN POSITION 16 = '**A'** AND THE MEMBER IS A RATED OFFICER ENTITLED TO ACIP. FOR ALL MEMBERS REMOVED FROM HAZARDOUS DUTY, ENTER AN INCENTIVE PAY TYPE = '**N'** IN POSITION 16 AND A START AND STOP DATE IN POSITIONS 17-28 EQUAL TO ALL ZEROS.
OSD	29-34	ENTER THE MEMBER'S OFFICER SERVICE DATE IN **YYMMDD** FORMAT IF THE INCENTIVE PAY TYPE IN POSITION 16 IS EQUAL TO AN **A** AND THE MEMBER IS A RATED OFFICER. ELSE, ZERO-FILL. ENTER ALL ZEROS IF THE AVIATION SERVICE DATE IN POSITIONS 35-40 = ALL ZEROS.
ASD	35-40	ENTER THE MEMBER'S AVIATION SERVICE DATE IN **YYMMDD** FORMAT. IF THE INCENTIVE PAY TYPE IN POSITION 16 ='**A'** AND THE MEMBER IS A RATED OFFICER. ELSE, ZERO-FILL. ENTER ALL ZEROS IF THE OFFICER SERVICE DATE IN POSITIONS 29-34 = ALL ZEROS.
FILLER	41-65	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.

TIN A19

INCENTIVE PAY DATA (CONTINUED)

ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = TPU AND ITT, OTHER THAN IMA, AND FOR NON-PRIOR SERVICE MEMBERS **BN** = IMA
TIN	75-77	A19
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A21
COMPENSATION WAIVER

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
WVR-TYPE-CFY	16	ENTER CODE FOR BENEFITS WAIVED: **0** = NO WAIVER **1** = RESERVE PAY WAIVER **2** = RETIRED PAY WAIVER **3** = VA COMPENSATION WAIVER
WVR-DA-CFY	17-19	THE TOTAL NUMBER OF DAYS PAY OR BENEFITS WAIVED FOR THE CURRENT FY. EXAMPLE: 289. ZERO-FILL IF NONE. ZERO-FILL TO LEFT IF TOTAL IS LESS THAN THREE DIGITS. ENTER 000 IF POSITION 16 = '**0**'. ENTER 360 IF POSITION 16 IS '**1**'. ENTER 001 THROUGH 360 IF WAIVER TYPE IS 2 OR 3.
FILLER	20-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = TPU AND ITT, OTHER THAN IMA, AND FOR NON-PRIOR SERVICE MEMBERS **BN** = IMA
TIN	75-77	A21
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A24

PAY STATUS/ACTIVE DUTY CHANGE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G. DOE, JOHN = DOE_J.
PS	16	ENTER THE APPROPRIATE PAY STATUS: **A** = NORMAL TPU MEMBER **K** = MEMBER PAID ON DJMS-AC **N** = DEATH **O** = TEMPORARY TOUR OF ACTIVE DUTY **Z** = ACTIVE DUTY OVER 30 DAYS, EXCEPT ARNG. **NOTE**: WHEN 'O' OR 'Z' IS INPUT, DJMS-RC ISSUES PAYMENTS FOR THE PERIOD.
PS-STR	17-22	TOUR START DATE IN **YYMMDD** FORMAT. **NOTE**: ENTER ALL ZEROS IF PS = A.
PS-STP	23-28	TOUR STOP DATE IN **YYMMDD** FORMAT. **NOTE:** ENTER 999999 WHEN PS = A.
TOUR-IND	29	BLANK (For Navy Use Only)
ORG-PS-STR	30-35	LEAVE BLANK.
ORG-PS-STP	36-41	LEAVE BLANK.
ORDER-NUMBER	42-47	ENTER THE ORIGINAL ORDER NUMBER IF PAY STATUS = **O**, OR **Z** (ZERO-FILL TO THE LEFT), ELSE ZERO-FILL. IF ORDER WAS AMENDED, SUBMIT TIN D18 W/THE AMENDED ORDER NUMBER.
APC	48-53	ENTER THE APC FROM THE ORDERS **NOTE:** LEAVE BLANK IF PS = A, K, OR N.
ADVANCE-IND	54	BLANK (For Navy Use Only)
FILLER	55	BLANK
TOUR-ADJ-IND	56	**N** = NO CHANGE OF TOUR DUTY DATES **Y** = CHANGE IN ORIGINAL TOUR DATES **C** = TO CANCEL POSITIONS 30 - 41 CANNOT BE BLANK.
FILLER	57-58	BLANK
TRAVEL-DAYS	59	ENTER TRAVEL DAYS, IF ANY, ELSE ZERO.
FILLER	60-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = TPU AND IRR, OTHER THAN IMA, AND FOR NON-PRIOR SERVICE MEMBERS **BN** = IMA.

TIN A24

PAY STATUS/ACTIVE DUTY CHANGE (CONTINUED)

TIN	75-77	A24
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A24

ACTIVE DUTY - 30 DAYS OR MORE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G. DOE, JOHN = DOE J.
PS	16	ENTER PAY STATUS CODE OR ACTIVE DUTY CODE: **NOTE**: WHEN **O** OR **Z** IS INPUT, DJMS-RC ISSUES PAYMENTS FOR THE PERIOD.
PS-STR	17-22	START DATE OF PAY STATUS/ACTIVE DUTY CODE AS **YYMMDD**. ENTER ACTUAL DATE WHEN PS = **A**. OTHERWISE ZERO-FILL
PS-STP	23-28	END DATE OF PAY STATUS/ACTIVE DUTY CODE IN **YYMMDD**. IF PS = **A**, ENTER 999999, ELSE ENTER ACTUAL DATE.
TOUR-IND	29	**BLANK** (For Navy Use Only)
ORIG-PS-STR	30-35	LEAVE BLANK.
ORIG-PS-STP	36-41	LEAVE BLANK.
ORDER-NUMBER	42-47	ZERO-FILL TO THE LEFT (IF PS NOT = **O** OR **Z**).
APC	48-53	ENTER APC FROM ORDERS. (LEAVE BLANK IF PS = A, K OR N)
ADVANCE-IND	54	**BLANK** (For Navy Use Only)
FILLER	55	**BLANK**
TOUR-ADJ-IND	56	**N** = NO CHANGE OF TOUR DUTY DATES **Y** = CHANGE IN ORIGINAL TOUR DATES **C** = TO CANCEL **POSITIONS 30 - 41 CANNOT BE BLANK.**
FILLER	57-58	**BLANK**
TRAVEL-DAYS	59	ENTER TRAVEL DAYS, IF ANY, ELSE ZERO.
FILLER	60-64	**BLANK**
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = TPU AND ITT, OTHER THAN IMA AND FOR NON-PRIOR SERVICE MEMBERS **BN** = IMA
TIN	75-77	A24
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A24

IADT

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G. DOE, JOHN = DOE_J.
PS	16	ENTER PAY STATUS. **W** = MEMBER PERFORMING IADT, PAID BY DJMS-RC.
PS-STR	17-22	TOUR START DATE IN **YYMMDD** FORMAT.
PS-STP	23-28	TOUR STOP DATE IN **YYMMDD** FORMAT.
TOUR-IND	29	BLANK (For Navy Use Only)
ORG-PS-STR	30-35	LEAVE BLANK.
ORG-PS-STP	36-41	LEAVE BLANK.
ORDER-NUMBER	42-47	ZERO-FILL TO THE LEFT. ZERO-FILL IF PS IS NOT EQUAL TO O, Y OR Z.
APC	48-53	**18GE13** = ARNG **32RE13** = USAR
ADVANCE-IND	54	BLANK (For Navy Use Only)
FILLER	55	BLANK
TOUR-ADJ-IND	56	**Y =** CHANGE IN ORIGINAL TOUR DATES **C =** CANCEL **N = NO CHANGE IN ORIGINAL TOUR DATES** **NOTE: POSITIONS 30-41 CANNOT BE BLANK**
FILLER	57-58	BLANK
TRAVEL-DAYS	59	ENTER TRAVEL DAYS, IF ANY, ELSE ZERO.
FILLER	60-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = TPU AND IRR, OTHER THAN IMA, AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = IMA
TIN	75-77	A24
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A27

SGLI CHANGE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
SGLI-OPT-CUR	16	**0** = NO SGLI COV **A** = $100,000 COV **1** = $10,000 COV **B** = $110,000 COV **2** = $20,000 COV **C** = $120,000 COV **3** = $30,000 COV **D** = $130,000 COV **4** = $40,000 COV **E** = $140,000 COV **5** = $50,000 COV **F** = $150,000 COV **6** = $60,000 COV **G** = $160,000 COV **7** = $70,000 COV **H** = $170,000 COV **8** = $90,000 COV **I** = $180,000 COV **9** = $90,000 COV **J** = $190,000 COV **K** = $200,000 COV
SGLI-C-EFF-YR-MO	17-20	YEAR AND MONTH (YYMM) FOLLOWING THE DATE MEMBER SIGNED FORM VA SGLV 8286, (SERVICEMEN'S GROUP LIFE INSURANCE ELECTION) **NOTE:** MUST = YYMM OF CURRENT UPDATES HIGHEST DATE PAID OR ONE MONTH IN THE FUTURE. CANNOT BE LESS THAN THE CURRENT PROCESSING MONTH.
FILLER	21-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED, AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	A27
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A28

MEDICAL PAY

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J
MDVO-TYPE	16	ENTER APPLICABLE SPECIAL PAY TYPE: **B** = OFFICER WITH LESS THAN 2 YEARS ACTIVE MEDICAL SERVICE **E** = OFFICER WITH OVER TWO YEARS MEDICAL SERVICE **N** = NO ENTITLEMENT
MDVO-DT	17-22	ENTER THE MEDICAL PAY START DATE AS STATED IN THE ORDERS, IN **YYMMDD** FORMAT. ENTER ALL ZEROS IF THE MEDICAL PAY TYPE IN POSITION 16 = **'N'**.
MDVO-PROF-CODE	23-24	ENTER THE APPLICABLE CODE: **24** = MEMBER **IS ENTITLED** TO MEDICAL PAY **00** = MEMBER **IS NOT ENTITLED**
MDVO-MSD	25-30	ENTER THE MEDICAL SERVICE DATE. IF POSITIONS 23 - 24 = ZEROS, THEN MSD MUST EQUAL ZEROS.
FILLER	31-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = 48 PERI TRAINING AUTHORIZED, AND FOR NON-PRIOR SERVICE MEMBERS **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	A28
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A30

BAHII LONG TOUR

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	FIRST 5 POSITIONS OF MEMBER'S LAST NAME. IF LAST NAME LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
QTRS-AVAIL	16	ENTER AVAILABILITY CODE: **0** = GOVERNMENT QUARTERS UNAVAILABLE **1** = GOVERNMENT QUARTERS AVAILABLE (IF QUARTERS ARE MADE AVAILABLE WITHIN THE PERIOD OF THE TOUR, USE CODE 0 WITH ORIGINAL START DATE AND NEW STOP DATE. THEN SUBMIT ANOTHER A30 WITH CODE 1 FOR THE PERIOD QUARTERS WERE AVAILABLE ON THE NEXT UPDATE.)
BAQ-STR	17-22	START DATE OF BAHII ENTITLEMENT IN **YYMMDD.** ZERO-FILL IF POSITION 16 = 1.
BAQ-STP	23-28	STOP DATE OF BAHII ENTITLEMENT IN **YYMMDD**. ZERO-FILL IF POSITION 16 = 1.
FILLER	29-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (SEE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED. USE **AN** FOR NON-PRIOR SERVICE MEMBERS
TIN	75-77	A30
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A31

BAS LONG TOUR

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
BAS-TYPE	16	ENTER THE APPLICABLE BAS-TYPE CODE: **B** = SEPARATE RATIONS **H** = RATIONS-IN-KIND NOT AVAILABLE **K** = EMERGENCY RATIONS **N** = NO ENTITLEMENT OR OFFICER BAS **P** = PARTIAL BAS ***** IF BAS ENTITLEMENT DISCONTINUES DURING A TOUR, PROCESS ANOTHER TIN A31 WITH THE SAME BAS-TYPE AND START DATE BUT ENTER THE NEW STOP DATE. ENTER BAS-TYPE = N ON THE NEXT UPDATE.
BAS-QTR-DA-STR	17	ENTER **0** IF BAS-TYPE = N. ENTER **1** IF BAS-TYPE = B, H, K or P.
BAS-STR	18-23	ENTITLEMENT START DATE IN **YYMMDD**. ZERO-FILL IF BAS-TYPE = N.
BAS-QTR-DA-STP	24	ENTER **0** IF BAS-TYPE = N. ENTER **4** IF BAS-TYPE = B, H, K or P.
BAS-STP	25-30	ENTITLEMENT STOP DATE IN **YYMMDD**. ZERO-FILL IF BAS-TYPE = N.
FILLER	31-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZEDAND FOR NON-PRIOR SERVICE MEMBERS **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	A31
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A32C

COLA

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J
COLA-STR	16-21	ENTITLEMENT START DATE IN YYMMDD. IF ORIGINAL A32 WAS ERRONEOUS AND MEMBER IS NOT ENTITLED TO COLA, ENTER ALL ZEROS.
COLA-STP	22-27	ENTITLEMENT STOP DATE IN **YYMMDD**. ENTER ALL ZEROS IF POSITION 16-21 = 00.
JTR-LOC-CODE	28-32	ENTER THE APPLICABLE JFTR LOCATION CODE. SEE APPENDIX J FOR CODES.
COLA-DA-RATE	33-36	ZERO-FILL FOR AUTOMATED CALCULA-TION. **NOTE**: IF PAYING BARRACKS COLA, DO NOT ZERO-FILL. USE AN ACTUAL CALCULATED DAILY RATE.
COLA-DAT-RATE-END	37-39	ENTER **000**.
COLA-IND	40	ENTER **9**.
FILLER	41-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP; **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	A32
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

NOTE: IF PREVIOUSLY REPORTED COLA DATA IS ERRONEOUS AND THE LONG TOUR HAS NOT PAID OUT, SUBMIT A NEW TIN A32C WITH THE CORRECT DATA FOR THE UNPAID PORTION OF THE TOUR. CORRECTION WILL NEED TO BE MADE TO ERRONEOUS PAYMENTS.

TIN A32V

BAH

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
VHA-STR	16-21	ENTITLEMENT START DATE IN **YYMMDD**. IF ORIGINAL A32 WAS ERRONEOUS AND MEMBER IS NOT ENTITLED TO VHA, ENTER ALL ZEROS.
VHA-STP	22-27	ENTITLEMENT STOP DATE IN **YYMMDD**. ENTER ALL ZEROS IF POSITIONS 16-21 = 00.
VHA-STR-ZIP	28-32	PERMANENT DUTY STATION ZIP CODE. ENTER ALL ZEROS IF POSITIONS 16-21 = 00.
VHA-DA-RATE	33-38	ZERO-FILL FOR AUTOMATIC CALCULATION OF BAH.
NBR-DEP	39	**0** = MEMBERS WITHOUT DEPENDENTS. **1** = MEMBERS WITH DEPENDENTS.
VHA-IND	40	ENTER **8.**
FILLER	41-64	BLANK.
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	A32
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

NOTE: IF THE PREVIOUSLY REPORTED BHA DATA IS ERRONEOUS AND THE LONG TOUR HAS NOT PAID OUT, SUBMIT A NEW TIN A32V WITH THE CORRECT ENTITLEMENT/DATA FOR THE UNPAID PORTION OF THE TOUR. CORRECTION WILL NEED TO BE MADE TO ERRONEOUS PAYMENTS.

TIN A33

FSA-II LONG TOUR

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
FSA-II-STR	16-21	START DATE OF FSA II ENTITLEMENT IN YYMMDD.
FSA-II-STP	22-27	STOP DATE OF FSA II ENTITLEMENT IN YYMMDD.
FILLER	28-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	A33
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A34

FOREIGN DUTY TOUR

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
FDP-STR	16-21	ENTER THE START DATE FOR FOREIGN DUTY PAY IN **YYMMDD** FORMAT. ZERO-FILL TO CANCEL ENTITLEMENT.
FDP-STP	22-27	ENTER THE STOP DATE FOR FOREIGN DUTY PAY IN **YYMMDD** FORMAT. ZERO-FILL TO CANCEL ENTITLEMENT.
FILLER	28-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	A34
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A35

HOSTILE FIRE PAY

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J.
HFP-STR	16-21	ENTER START DATE INSIDE START/STOP DATE RANGE CONTAINED IN TABLE 54. (SEE COUNTRY CODES, APPENDIX H). ZERO-FILL TO CANCEL ENTITLEMENT.
HFP-STP	22-27	ENTER STOP DATE INSIDE START/STOP DATE RANGE CONTAINED IN TABLE 54. (SEE COUNTRY CODES, APPENDIX H). ZERO-FILL TO CANCEL ENTITLEMENT.
CC	28-29	ENTER A COUNTRY CODE FROM TABLE 54. COUNTRY-CODE XX (OTHER) BYPASSES ALL EDITS. (SEE APPENDIX H).
FILLER	30-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER A STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	A35
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A38

DATE OF GAIN CHANGE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J
DOG	16-21	CORRECT ENLISTMENT/ADJUSTMENT DATE IN **YYMMDD** FORMAT.
FILLER	22-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	A38
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A42

SSLI START/STOP/CHANGE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
SSLI-C-EFF-YR-MO	16-19	**YYMM** = EFFECTIVE DATE OF MO START, CHANGE, OR STOP DEDUCTION AMOUNT. MUST BE THE YYMM AFTER THE DATE OF AUTHORIZATION ON DA FORM 1341. CANNOT BE LESS THAN MEMBER'S DATE OF GAIN OR PEBD. MUST BE GREATER THAN PREVIOUS TIN A42 EFFECTIVE DATE. CANNOT BE GREATER THAN MEMBER'S SEPARATION DATE. EFFECTIVE DATE MUST NOT BE LESS THAN THE HIGH DATE PAID MINUS FOUR.
SSLI-C-DED-AMT	20-23	THE MONTHLY RATE TO START/ CHANGE DEDUCTION AUTHORIZED BY MEMBER'S DA FORM 1341. DEDUCTION AMOUNT MUST NOT EQUAL AMOUNT ALREADY SET UP IN MEMBER'S MMPA. ENTER 0000 TO STOP ALLOTMENT THAT WILL NOT BE RE-ESTABLISHED IN A DIFFERENT AMOUNT. **NOTE:** DO NOT SUBMIT TIN A42 WITH 0000 AMOUNT TO CHANGE ONLY THE MONTHLY AMOUNT OF DEDUCTION. IF AMOUNT IS LESS THAN $10.00, LEFT ZERO-FILL.
FILLER	24-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	A42
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A80

DIRECT DEPOSIT EXP. DATE CHANGE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
DDPW-EXP-DT	16-21	WAIVER EXPIRATION DATE IN **YYMMDD** FORMAT.
FILLER	22-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	A80
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A81

DIRECT DEPOSIT ETS DATE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
ETS-DT	16-21	EXPIRATION TERM OF SERVICE DATE (**YYMMDD**).
FILLER	22-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF IDT ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	A81
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN A90

COMBAT ZONE TAX EXCLUSION

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
TX-EXMP-CZ	16-17	**AD** (GULF OF ADEN) **AS** (ARABIAN SEA AREA) **BA** (BAHRAIN) **IZ** (IRAQ) **MU** (OMAN/GULF OF OMAN) **PG** (PERSIAN GULF) **QA** (QATAR) **RS** (RED SEA) **SA** (SAUDI ARABIA) **TC** (UNITED ARAB EMIRATES)
CZ-START	18-23	COMBAT ZONE PERFORMANCE START DATE (**YYMMDD**)
CZ-STOP	24-29	COMBAT ZONE PERFORMANCE STOP DATE (**YYMMDD**)
FILLER	30-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	A90
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

NOTE: USE TIN A90 TO REPORT A MEMBER'S COMBAT ZONE **PAST** PERFORMANCE IN DJMS-RC.

TIN B03-1

ESTABLISH BONUS CONTROL RECORD

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J
ENL-RENL-BONUS-VAR (BONUS-TYPE)	16	ENTER THE APPROPRIATE BONUS-TYPE: **1** - ENLISTMENT BONUS - MOS QUALIFIED **2** = ENLISTMENT BONUS - UIC QUALIFIED **3** = HIGH PRIORITY UNIT **4** = 6 YEAR RE-ENLISTMENT BONUS - LESS THAN 6 YEARS SERVICE AT TIME OF REENLISTMENT. **5** = 3, 4, OR 5 YEAR RE-ENLISTMENT BONUS - MORE THAN 6 BUT LESS THAN 10 YEARS SERVICE. **5** = PRIOR SERVICE ENLISTMENT BONUS LESS THAN 10 YEARS SERVICE, ENLISTING FOR 3, 4 OR 5. **6** = 6 YEAR RE-ENLISTMENT BONUS - MORE THAN 6 BUT LESS THAN 10 AT TIME OF RE-ENLISTMENT. **6** = PRIOR SERVICE ENLISTMENT BONUS LESS THAN - 10 YEARS SERVICE, ENLISTING FOR 6 YEARS. **7** = AFFILIATION BONUS - 18 MONTHS OR LESS REMAINING ON MSO. **8** = AFFILIATION BONUS - MORE THAN 18 MONTHS REMAINING ON MSO. **A** = FAP 1 YEAR PROGRAM **B** = FAP 2 YEAR PROGRAM **C** = FAP 3 YEAR PROGRAM **D** = FAP 4 YEAR PROGRAM **E** = FAP 5 YEAR PROGRAM **F** = NURSE CANDIDATE PROGRAM **G** = SEL RES BONUS TEST PROGRAM, 1 YEAR - $6,000 or $3,000 if date of Relist/Reenl is after July 31, 1995. **H** = SEL RES BONUS TEST PROGRAM, 3 YEAR - $6,000 OR $3,000 if date of Enlist/Reenl is after July 31, 1995. **J** = SEL RES BONUS TEST PROGRAM, 2 YEAR - $6,000 OR $3,000 if date of Enlist/Reenl is after July 31, 1995. **K** = SEL RES BONUS TEST PROGRAM, 1 YEAR - $10,000. **L** = SEL RES BONUS TEST PROGRAM, 2 YEAR - $10,000. **M** = SEL RES BONUS TEST PROGRAM, 3 YEAR - $10,000

TIN B03-1 (con't)

ESTABLISH BONUS CONTROL RECORD

DATA NAME	POSITION	EXPLANATION

DT-OF-ENL/REENL	16	**N** = CIVILIAN ACQUIRED SKILLS, $5,000 ENLISTED PROGRAM, 6 YEARS - ARNG. **O** = NAVY ROTC, $4,000 NUCLEAR. **P** = CIVILIAN ACQUIRED SKILLS, $5,000 ENLISTED PROGRAM, 6 YEARS. USAR.
NUM-MO-AFFILIATION	17-22	**YYMMDD** DATE OF ENLISTMENT FOR BONUS TYPES 1, 2, 3, 4, 5, 6 AND 8. DATE OF ENROLLMENT FOR BONUS TYPES A THRU M. LEAVE BLANK FOR BONUS TYPE 7.
AFFIL-AGREEMENT/GRAD DATE	25-30	BLANK IF BONUS TYPE = TO 1, 2, 3, 4, 5 OR 6. ENTER MEMBER'S AFFILIATION DATE IF BONUS TYPE 7 OR 8.
FILLER	31-34	BLANK
AUTH-NUMBER	42-47	AUTHORIZATION NUMBER USED AT THE TIME ACCOUNT WAS SET UP. IF PRIOR SERVICE ENLISTMTENT BONUS, ENTER 009000.
BNS-ACT-TYP	58	ENTER **1**, ESTABLISH
FILLER	59-64	BLANK
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	B03
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN B03-2 TERMINATE BONUS INCENTIVE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G. DOE, JOHN = DOE J
ENL-RENL-BONUS-VAR (BONUS-TYPE)	16	REFERENCE TIN B03-1 FOR COMMON EDITS.
FILLER	17-24	BLANK
EFF-DATE-TERM	25-30	BONUS TERMINATION DATE AS **YYMMDD**.
FILLER	31	BLANK
RSN-TERM	32	ENTER THE APPROPRIATE CODE: **E** - UNSATISFACTORY PARTICIPANT, **F** - TRANSFERRED TO ANOTHER RESERVE COMPONENT, **G** - TRANSFERRED TO ACTIVE ENLISTED FORCE, **H** - TRANSFERRED TO OFFICER CORPS, **I** - UNAUTHORIZED CHANGE IN MOS, **J** - TRANSFERRED TO NON-INCENTIVE QUALIFIED UNIT WITHIN LOCALE, **K** - ACCEPTED CIVILIAN POSITION, WHERE RESERVE MEMBERSHIP IS A CONDITION OF EMPLOYMENT, **L** - ASSIGNED TO AD OR ADT IN EXCESS OF 90 DAYS IN SUPPORT OF THE RESERVE COMPONENT PROGRAM, **M** - OTHER.
MO-NR-PAR-BNS	33-34	ZERO-FILL FOR BONUS TERMINATION WITHOUT RECOUPMENT. FOR BONUS TERMINATION WITH RECOUPMENT, ENTER THE NUMBER OF MONTHS OF SATISFACTORY PARTICIPATION. LEAVE BLANK IF TERMINATION IS FOR FAP, NCP OR SRBTP PARTICIPANTS.
FILLER	35-57	BLANK
BNS-ACT-TYP	58	ENTER **2**, TERMINATE
FILLER	59-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	B03
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN B03-6

BONUS PAYMENT

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
ENL-RENL-BONUS-VAR (BONUS-TYPE)	16	REFERENCE TIN B03-1 FOR COMMON EDITS.
FILLER	17-24	BLANK
DT-OF-ENTITLEMENT	25-30	ENTER DATE OF PAYMENT ELIGIBILITY IN **YYMMDD** FORMAT.
FILLER	31-57	BLANK
BNS-ACT-TYP	58	ENTER **6**, PAYMENT
FILLER	59-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE SEE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	B03
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN B03-7

SUSPEND BONUS ACCOUNT

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
ENL-RENL-BONUS-VAR (BONUS-TYPE)	16	REFERENCE TIN B03-1 FOR COMMON EDITS.
FILLER	17-24	BLANK
SUS-REL-DT	25-30	ENTER DATE OF THE BONUS SUSPENSION IN **YYMMDD** FORMAT.
FILLER	31-57	BLANK
BNS-ACT-TYP	58	ENTER **7**, SUSPEND
FILLER	59-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	B03
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN B03-8

RELEASE FROM SUSPENSION

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
ENL-RENL-BONUS-VAR (BONUS-TYPE)	16	REFERENCE TIN B03-1 FOR COMMON EDITS.
FILLER	17-24	BLANK
SUS-REL-DT	25-30	ENTER THE RELEASE DATE OF THE BONUS SUSPENSION IN **YYMMDD** FORMAT.
FILLER	31-57	BLANK
BNS-ACT-TYP	58	ENTER '**8**', RELEASE
FILLER	59-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (SEE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	B03
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN B06-1

OFFICER INITIAL AND PROJECTED UNIFORM ALLOWANCE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
UNIF-ALW-AMT	16-21	ENTER APPLICABLE AMOUNT FOR THE TYPE OF UNIFORM ALLOWANCE DUE: **005000** - UNIFORM MAINTENANCE ALLOW **010000** - ADDITIONAL AD ALLOWANCE **020000** - INITIAL UNIFORM ALLOWANCE
FY	22	FISCAL YEAR OF ENTITLEMENT
APC	23-28	ARNG INITIAL = 18N126 ARNG ADDITIONAL = FROM AD ORDER ARNG MAINTENANCE = 18N127 USAR INITIAL = 32R108 USAR ADDITIONAL = FROM AD ORDER USAR MAINTENANCE = 32R109
UNIF-ALW-TYPE	29	K = INITIAL UNIFORM ALLOWANCE L = ADDITIONAL AD ALLOWANCE M = MAINTENANCE ALLOWANCE IF **K**, UNIF-ALW-AMT MUST = 020000 IF **L**, UNIF-ALW-AMT MUST = 010000 IF **M**, UNIF-ALW-AMT MUST = 005000
UNIF-ALW-DT	30-35	**YYMMDD**
UNIF-ALW-AI	36	MUST = **1**, PAYMENT
UMA-DT	37-42	MUST = '**000000**'
FILLER	43-55	BLANK
ORDER-NUMBER	56-61	ENTER ORDER NUMBER
FILLER	62-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	B06
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN B06-2 CHANGE UNIFORM ALLOWANCE DATE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
FILLER	16-28	BLANK
UNIF-ALW-TYPE	29	IF ONLY CORRECTING THE UMA FUTURE DATE CURRENTLY RECORDED ON THE MMPA, OR IF A UNIFORM ALLOWANCE HAS NOT BEEN PREVIOUSLY DUE AND PAID, **LEAVE BLANK**. IF THE UNIFORM ALLOWANCE TYPE AND/OR THE CURRENT MMPA UNIFORM ALLOWANCE EFFECTIVE DATE IS NOT CORRECT; ENTER THE UNIFORM ALLOWANCE CODE WHICH CORRECTLY REPRESENTS THE LAST PAID UNIFORM ALLOWANCE TYPE; **K** = INITIAL UNIFORM ALLOWANCE **L** = ADDITIONAL AD ALLOWANCE **M** = UNIFORM MAINTENANCE ALLOWANCE
UNIF-ALW-DT	30-35	IF ONLY CORRECTING THE MMPA FUTURE DATE CURRENTLY RECORDED ON THE MMPA, **LEAVE BLANK**. IF POSITION 28 = K, L, OR M; ENTER CORRECT UNIFORM ALLOWANCE EFFECTIVE DATE IN **YYMMDD** FORMAT. IF A UNIFORM ALLOWANCE HAS NOT BEEN PREVIOUSLY PAID OR IS NOT > CURRENT DATE, ZERO FILL.
UNIF-ALW-AI	36	ENTER **2**, CHANGE
UMA-DT	37-42	ZERO-FILL IF THE UNIFORM ALLOWANCE EFFECTIVE DATE IN POSITIONS 29-34 = ALL ZEROS. INPUT ANOTHER TIN B06, ACTION 2, TO SET UP THE UMA FUTURE DATE IF THIS FIELD IS ALL ZEROS. ENTER THE UNIFORM ALLOWANCE DATE IN YYMMDD FORMAT IF THIS DATE IS BEING SET UP OR CORRECTED.
FILLER	43-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	B06
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN B10

REPORT AFTP ATTENDANCE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
YEAR-AFTP	16-17	ENTER YEAR THE DRILL WAS PERFORMED
ATND-PERIOD-AFTP-1	18	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
MO-ATND-AFTP-1	19-20	THE TWO DIGIT MONTH OF THE DRILL.
DA-ATND-AFTP-1	21-22	THE DAY OF THE FIRST DRILL.
ATND-PERIOD-AFTP-2	23	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
MO-ATND-AFTP-2	24-25	THE TWO DIGIT MONTH OF THE DRILL.
DA-ATND-AFTP-2	26-27	THE DAY OF THE SECOND DRILL.
ATND-PERIOD-AFTP-3	28	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
MO-ATND-AFTP-3	29-30	THE TWO DIGIT MONTH OF THE DRILL.
DA-ATND-AFTP-3	31-32	THE DAY OF THE THIRD DRILL.
ATND-PERIOD-AFTP-4	33	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
MO-ATND-AFTP-4	34-35	THE TWO DIGIT MONTH OF THE DRILL.
DA-ATND-AFTP-4	36-37	THE DAY OF THE FOURTH DRILL.
ATND-PERIOD-AFTP-5	38	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
MO-ATND-AFTP-5	39-40	THE TWO DIGIT MONTH OF THE DRILL.
DA-ATND-AFTP-5	41-42	THE DAY OF THE FIFTH DRILL.
ATND-PERIOD-AFTP-6	43	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
MO-ATND-AFTP-6	44-45	THE TWO DIGIT MONTH OF THE DRILL.
DA-ATND-AFTP-6	46-47	THE DAY OF THE SIXTH DRILL.
ATND-PERIOD-AFTP-7	48	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.

TIN B10

REPORT AFTP ATTENDANCE (continued)

DATA NAME	POSITION	EXPLANATION
MO-ATND-AFTP-7	49-50	THE TWO DIGIT MONTH OF THE DRILL.
DA-ATND-AFTP-7	51-52	THE DAY OF THE SEVENTH DRILL.
ATND-PERIOD-AFTP-8	53	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
MO-ATND-AFTP-8	54-55	THE TWO DIGIT MONTH OF THE DRILL.
DA-ATND-AFTP-8	56-57	THE DAY OF THE EIGHTH DRILL.
IP-TYPE	58	ENTER THE APPROPRIATE CODE: **A** = FLIGHT PAY CREW MEMBER **B** = FLIGHT PAY NON-CREW MEMBER **N** = NO ENTITLEMENT
APC	59-64	ENTER THE DRILL TYPE IN THE FIRST TWO POSITIONS. ENTER THE SERVICE COMPONENT CODE AT THE TIME OF PERFORMANCE IN THE THIRD POSITION: **R** = USAR **G** = ARNG ENTER THE GRADE INDICATOR AT THE TIME OF PERFORMANCE IN THE FOURTH POSITION: **F** = OFFICER **E** = ENLISTED ENTER THE PAY CODE AT THE TIME OF PERFORMANCE IN THE FIFTH AND SIXTH POSITIONS: **11** = PRIOR SERVICE TPU AND IRR, OTHER THAN IMA **14** = NON-PRIOR SERVICE
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	B10
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

NOTE: IF THERE HAS BEEN NO CHANGE IN THE MEMBER'S SERVICE COMPONENT, GRADE INDICATOR, OR PAY CODE SINCE THE TIME OF PERFORMANCE ONLY THE DRILL TYPE NEEDS TO BE ENTERED. THE SYSTEM WILL GENERATE THE LAST FOUR POSITIONS.

TIN B11

REPORT UTA ATTENDANCE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
YEAR-UTA	16-17	ENTER YEAR THE DRILL WAS PERFORMED
ATND-PERIOD- UTA-1	18	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
MO-ATND-UTA-1	19-20	THE TWO DIGIT MONTH OF THE DRILL.
DA-ATND-UTA-1	21-22	THE DAY OF THE FIRST DRILL.
ATND-PERIOD- UTA-2	23	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
MO-ATND-UTA-2	24-25	THE TWO DIGIT MONTH OF THE DRILL.
DA-ATND-UTA-2	26-27	THE DAY OF THE SECOND DRILL.
ATND-PERIOD- UTA-3	28	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
MO-ATND-UTA-3	29-30	THE TWO DIGIT MONTH OF THE DRILL.
DA-ATND-UTA-3	31-32	THE DAY OF THE THIRD DRILL.
ATND-PERIOD- UTA-4	33	THE PERIOD OF THE DRILL **1** = MORNING **2** = AFTERNOON.
MO-ATND-UTA-4	34-35	THE TWO DIGIT MONTH OF THE DRILL.
DA-ATND-UTA-4	36-37	THE DAY OF THE FOURTH DRILL.
ATND-PERIOD- UTA-5	38	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
MO-ATND-UTA-5	39-40	THE TWO DIGIT MONTH OF THE DRILL.
DA-ATND-UTA-5	41-42	THE DAY OF THE FIFTH DRILL.
FILLER	43-57	BLANK
TYPE-PAY	58	ENTER THE APPROPRIATE CODE: **A** = FLIGHT PAY CREW MEMBER **B** = FLIGHT PAY NON-CREW MEMBER **C** = PARACHUTE DUTY **D** = DEMOLITION DUTY **N** = NO ENTITLEMENT

TIN B11

REPORT UTA ATTENDANCE (continued)

DATA NAME	POSITION	EXPLANATION
APC	59-60	Enter the appropriate 2 digit drill type code: USAR / ARNG 11-UTA / 11=UTA 21=ET / 21=ET 41=ATA / 41=AUTA (IN ADD TO REG SCHED DRL) 51=AAUTA / 42=UTA (JUMP PROF) 61=AANT / 51=JR LEADER CIVIL DISTURBANCE 91=RMA / 61=AANT 71=RMA (TNG PREP) 81=ATA (INDIV USE – OTHER) 82=MCFT (MOBILE CONDUCT FIRE TRNG) 91=RMA (MGMT SUPPORT) ***NOTE: EXCEPT FOR IMA MEMBERS AND NON PRIOR SERVICE MEMBERS WHO HAVE NOT COMPLETED BASIC TRAINING, THE NEXT FOUR POSITIONS MAY BE LEFT BLANK.***
	61	Enter the Service Component at the time of drill performance: R = USAR; G = ARNG
	62	Enter the Grade Indicator at the time of drill performance: F = Officer; E = Enlisted
	63-64	Enter the members pay code at the time of drill Performance: 11 = Prior Svc TPU members & IRR other than IMA; 14 = Non prior Svc members who have not completed Basic Training.
PAS: SITE-ID (or CBPO)	65-66	THE TWO POSITION SITE-ID, AND
UIC	67-72	THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	B11
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN B12

COLLECT UTA/AFTP ALLOWANCE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
COLL-CD	16	**1** = IF COLLECTING BASE PAY (NOTE: IF AUTOMATED INCENTIVE OR SPECIAL PAY WAS PAID WITH THE DRILL(S), IT WILL COLLECT ALSO). **2** = IF COLLECTING INCENTIVE/SPECIAL PAY ONLY.
YR-COLL	17-18	ENTER YEAR OF COLLECTION
MO-COLL	19-20	THE TWO DIGIT MONTH OF THE DRILL.
PERIOD-COLL-1	21	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-COLL-1	22-23	THE DAY OF THE FIRST DRILL.
PERIOD-COLL-2	24	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-COLL-2	25-26	THE DAY OF THE SECOND DRILL.
PERIOD-COLL-3	27	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-COLL-3	28-29	THE DAY OF THE THIRD DRILL.
PERIOD-COLL-4	30	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-COLL-4	31-32	THE DAY OF THE FOURTH DRILL.
PERIOD-COLL-5	33	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-COLL-5	34-35	THE DAY OF THE FIFTH DRILL.
PERIOD-COLL-6	36	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-COLL-6	37-38	THE DAY OF THE SIXTH DRILL.
PERIOD-COLL-7	39	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-COLL-7	40-41	THE DAY OF THE SEVENTH DRILL.
PERIOD-COLL-8	42	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-COLL-8	43-44	THE DAY OF THE EIGHTH DRILL.

TIN B12

COLLECT UTA/AFTP ALLOWANCE (continued)

DATA NAME	POSITION	EXPLANATION
PERIOD-COLL-9	45	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-COLL-9	46-47	THE DAY OF THE NINTH DRILL.
PERIOD-COLL-10	48	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-COLL-10	49-50	THE DAY OF THE TENTH DRILL.
PERIOD-COLL-11	51	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-COLL-11	52-53	THE DAY OF THE ELEVENTH DRILL.
PERIOD-COLL-12	54	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-COLL-12	55-56	THE DAY OF THE TWELFTH DRILL
FILLER	57	BLANK
TYPE-DUTY	58	ENTER THE APPROPRIATE CODE: **2** = UTA/MUTA/RST ADJUSTMENT **3** = AFTP ADJUSTMENT **A** = ATA ADJUSTMENT **B** = JPT ADJUSTMENT (ARNG USE ONLY) **C** = AAUTA ADJUSTMENT **D** = AANT ADJUSTMENT **E** = RMA TRAINING SUPPORT ADJUSTMENT (ARNG USE ONLY) **F** = OTHER SUPPLEMENTAL IDT TNG ADJ (ARNG USE ONLY) **G** = MCOFT ADJUSTMENT (ARNG USE ONLY) **H** = RMA MGMT SUPPORT ADJUSTMENT **K** = EQUIVALENT TRAINING ADJUSTMENT
FILLER	59-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	B12
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN B13

PAY INCENTIVE PAY FOR UTA

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A**.
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.

NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J
YR-UTA	16-17	ENTER YEAR OF PERFORMANCE
MO-ATND-UTA	18-19	ENTER TWO DIGIT MONTH OF THE DRILL
ATND-PERIOD- UTA-1	20	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-ATND-UTA-1	21-22	THE DAY OF THE FIRST DRILL.
ATND-PERIOD- UTA-2	23	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-ATND-UTA-2	24-25	THE DAY OF THE SECOND DRILL.
ATND-PERIOD- UTA-3	26	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-ATND-UTA-3	27-28	THE DAY OF THE THIRD DRILL.
ATND-PERIOD- UTA-4	29	THE PERIOD OF THE DRILL: **1** = MORNING **2** = AFTERNOON.
DA-ATND-UTA-4	30-31	THE DAY OF THE FOURTH DRILL.
FILLER	32-57	BLANK
IP-TYPE	58	ENTER INCENTIVE PAY TYPE: **A** = FLIGHT PAY CREW MEMBER **B** = FLIGHT PAY NON-CREW MEMBER **C** = PARACHUTE DUTY **D** = DEMOLITION DUTY
FILLER	59-64	BLANK
PAS	65-72	THE TWO POSITION SITE-ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF ITD AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	B13
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN C01

SHORT TOUR (LESS THAN 30 DAYS)

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
TOUR-STR	16-21	ENTER TOUR START DATE AS **YYMMDD.**
TOUR-STP	22-27	ENTER TOUR STOP DATE AS **YYMMDD.**

BAS-TYPE	28	ENTER THE APPLICABLE BAS-TYPE CODE: **B** - SEPARATE RATIONS **H** - RATIONS-IN-KIND NOT AVAILABLE **K** - EMERGENCY RATIONS **N** - NO ENTITLEMENT OR OFFICER BAS **P** = PARTIAL BAS
BAS-QTR-DA-STR	29	IF BAS-TYPE EQUALS B, H, K, N or P, ENTER 0, 1, 2, 3 or 4: **0** = IF BAS TYPE EQUALS N. **1** = 0001 - 0700 **2** = 0701 - 1200 **3** = 1201 - 1800 **4** = 1801 - 2400
BAS-STR	30-35	MUST BE ZEROS. IF BAS-TYPE = N, ENTER START DATE OF BAS ENTITLEMENT AS YYMMDD.
BAS-QTR-DA-STP	36	IF BAS-TYPE EQUALS B, H, K, N or P, ENTER 0, 1, 2, 3 or 4: **0** = IF BAS TYPE EQUALS N. **1** = 0001 - 0700 **2** = 0701 - 1200 **3** = 1201 - 1800 **4** = 1801 - 2400
BAS-STP	37-42	MUST BE ZEROS. IF BAS-TYPE = N, ENTER STOP DATE OF BAS ENTITLEMENT AS YYMMDD.
ORD-CANCEL	43	BLANK
TRAVEL-DAYS	44	ENTER TRAVEL DAYS IF ANY, ELSE 0.
APC	45-50	APC FROM ORDERS
IP-TYPE	51	ENTER THE INCENTIVE PAY TYPE: **A** - ACIP OR ENLISTED CREW MBR HDIP **B** - NON-CREW MEMBER HDIP **C** - PARACHUTE HDIP **D** - DEMOLITION HDIP **N** - NONE

TIN C01

SHORT TOUR (LESS THAN 30 DAYS) (continued)

DATA NAME	POSITION	EXPLANATION
CK-DISP	52	ENTER THE CHECK DISPOSITION: **1** - DIRECT DEPOSIT OR CHECK TO ADDRESS AFTER TOUR COMPLETION. **3** - DIRECT DEPOSIT OR CHECK TO ADDRESS ON LAST DAY OF DUTY.
TOUR-TYPE	53	ENTER ONE OF THE FOLLOWING CODES: **0** = AIR FORCE USE ONLY **1** = ARMY/AIR FORCE ANNUAL TRAINING **2** = AIR FORCE USE ONLY **3** = AIR FORCE USE ONLY **4** = AIR FORCE USE ONLY **5** = AIR FORCE USE ONLY **6** = AIR FORCE USE ONLY **7** = ARMY/AIR FORCE ALL OTHER TOURS
NR-TRANS	54	ENTER 1 IF ONLY A C01 IS SUBMITTED. ENTER 2 IF C01 & C02 ARE SUBMITTED.
FILLER	55	BLANK
ORDER-NUMBER	56-61	ENTER THE ORIGINAL ORDER NUMBER. (ZERO FILL TO THE LEFT.) IF ORDER WAS AMENDED, SUBMIT TIN D18 USING THE AMENDED ORDER NUMBER.
MILEAGE	62-64	ENTER THE MILEAGE OR LEAVE BLANK.
PAS	65-72	THE TWO POSITION SITE ID AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	C01
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION.

TIN C02 INSIDE IAS ONLY

REPORT SHORT TOUR ALLOWANCE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
BAQ-STAT	16	**0** = MEMBER WITHOUT DEPENDENTS **1** = MEMBER WITH DEPENDENTS **2** = MEMBER WITH DEPENDENTS ASSIGNED TO FAMILY TYPE GOVERNMENT QTRS.
BAQ-STR	17-22	ENTER **DATE** WHEN BAH-STAT = 0 OR 1. ENTER **ZEROS** WHEN BAH-STAT = 0 OR 2.
BAQ-STP	23-28	ENTER **DATE** WHEN BAH-STAT = 0 OR 1. ENTER **ZEROS** WHEN BAH-STAT = 0 OR 2. **NOTE:** DAYS BETWEEN START AND STOP MUST = LESS THAN 31.
FDP-STR	29-34	FDP START DATE, ELSE ZERO-FILL.
FDP-STP	35-40	FDP STOP DATE, ELSE ZERO-FILL. DAYS BETWEEN START/STOP MUST = LESS THAN 31.
HFP-STR	41-46	ENTER START DATE INSIDE START/STOP DATE RANGE FROM TABLE 54, APPENDIX H. ZERO-FILL TO CANCEL ENTITLEMENT.
HFP-STP	47-52	ENTER STOP DATE INSIDE START/STOP DATE RANGE FROM TABLE 54, APPENDIX H. ZERO-FILL TO CANCEL ENTITLEMENT. DAYS BETWEEN START/STOP MUST = LESS THAN 31.
FILLER	53	BLANK
BAQ-REBATE-IND	54	ENTER ZERO TO PAY BAH AT THE WITHOUT DEPENDENT RATE FOR DATES OTHER THAN THE WHOLE PERIOD OF THE TOUR, ELSE SPACE. (E.G., - MEMBER ONLY ENTITLED TO BAH FOR TRAVEL DAYS, ENTER **0** FOR BAH STATUS, ENTER START AND STOP DATES WITHOUT DEPENDENT RATE AND ENTER ZERO FOR BAQ-REBATE IND.) BLANK IF BAH START AND STOP DATES ARE ZEROS.
FILLER	55	BLANK
ORDER-NBR	56-61	ENTER ORDER NUMBER, ZERO-FILL TO THE LEFT.

TIN C02 INSIDE IAS ONLY

REPORT SHORT TOUR ALLOWANCE (continued)

DATA NAME	POSITION	EXPLANATION
CC	62-63	MUST BE VALID COUNTRY CODE FROM TABLE 54 IF PAYING HOSTILE FIRE PAY, ELSE LEAVE BLANK. COUNTRY-CODE **XX** (OTHER) BYPASSES ALL EDITS. SEE APPENDIX H FOR COUNTRY CODES.
FILLER	64	BLANK
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER A STATE TAX CODE. (REFERENC APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	C02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN C03

COLLECT ACTIVE DUTY

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J.
ENTLMT-ID-1	16-17	ENTER ID OF OVERPAYMENT: **01**-BASE PAY **12**-INCENTIVE PAY **21**-DDP **22**-FDP **23**-HFP **27**-CSP **35**-BAH II **40**-BAS **50**-COLA **51**-OHA/RENT PLUS **58**-BAH **65**-FSA **NOTE**: 01 COLLECTS ALL ENTITLEMENTS OTHER THAN NON-AUTOMATED FOR THE PERIOD.
DEBT-STR-1	18-23	OVER PAYMENT START DATE AS **YYMMDD.**
DEBT-STP-1	24-29	OVER PAYMENT STOP DATE AS **YYMMDD.**
ENTLMT-ID-2	30-31	WHEN MORE THAN ONE ENTITLEMENT NEEDS TO BE COLLECTED FOR A TOUR, A SECOND ID MAY BE ENTERED. THE ID CODE ENTERED MUST BE GREATER THAN THE ID CODE IN POSITION 16 - 17. LEAVE BLANK IF A SECOND ENTITLEMENT IS NOT BEING COLLECTED OR IF POSITION 16 - 17 = 01.
DEBT-STR-2	32-37	OVER PAYMENT START DATE AS **YYMMDD.** BLANK IF POSITION 30-31 IS BLANK.
DEBT-STP-2	38-43	OVER PAYMENT STOP DATE AS **YYMMDD.** BLANK IS POSITION 30-31 IS BLANK.
ENTLMT-ID-3	44-45	ID OF THE THIRD ENTITLEMENT TO BE COLLECTED. THE ID CODE ENTERED MUST BE GREATER THAN THE ID CODE IN POSITION 30 - 31. LEAVE BLANK IF A THIRD ENTITLEMENT IS NOT BEING COLLECTED OR IF POSITION 16 - 17 = 01.
DEBT-STR-3	46-51	OVER PAYMENT START DATE AS **YYMMDD.** BLANK IF POSITION 44 - 45 IS BLANK.
DEBT-STP-3	52-57	OVER PAYMENT STOP DATE AS **YYMMDD.** BLANK IF POSITION 44 - 45 IS BLANK.
HPSP-AD-IND	58	HPSP ADT ADJUSTMENT INDICATOR.
FILLER	59-64	BLANK
PAS	65-72	THE TWO POSITION SITE ID AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	C03
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN C04

PAY SHORT TERM ACTIVE DUTY BAS/BAQ/IP

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
ENTLMT-ID-1	16-17	ENTER THE ENTITLEMENT ID: **12** = INCENTIVE PAY **35** = BAH **40** = BAS
ENTLMT-STR-DT-1	18-23	ENTITLEMENT START DATE AS **YYMMDD.**
ENTLMT-STP-DT-1	24-29	ENTITLEMENT STOP DATE AS **YYMMDD.**
ENTLMT-ID-2	30-31	ENTER THE ENTITLEMENT ID: **12** = INCENTIVE PAY **35** = BAH **40** = BAS WHEN MORE THAN ONE ENTITLEMENT IS TO BE COLLECTED FOR A TOUR, A SECOND ID MAY BE ENTERED. THE ID CODE ENTERED MUST BE GREATER THAN THE ID CODE IN POSITION 16-17. LEAVE BLANK IF A SECOND ENTITLEMENT IS NOT BEING COLLECTED OR POSITIONS 16-17 = 01.
ENTLMT-STR-DT-2	32-37	ENTITLEMENT START DATE AS **YYMMDD.** BLANK IF POSITION 30 - 31 IS BLANK.
ENTLMT-STP-DT-2	38-43	ENTITLEMENT STOP DATE AS **YYMMDD.** BLANK IF POSITION 30 - 31 IS BLANK.
BAS-TYPE	44	ENTER THE APPLICABLE BAS-TYPE CODE: **B** = SEPARATE RATIONS **H** = RATIONS-IN-KIND NOT AVAILABLE **K** = EMERGENCY RATIONS **N** = NO ENTITLEMENT OR OFFICER BAS **P** = PARTIAL BAS IF ENTLMT-ID-1 OR ENTLMT-ID-2 CONTAINS A VALUE OF **40**, THE BAS-TYPE MUST EQUAL B, H, K, P OR N.
BAS-QTR-DA-STR	45	ENTER THE QUARTER DAY TO START BAS IF POSITION 16 - 17 OR 30 - 31 = 40, ELSE LEAVE BLANK: **1** = 0001 - 0700 HOURS **2** = 0701 - 1200 HOURS **3** = 1201 - 1800 HOURS **4** = 1801 - 2400 HOURS

TIN C04

PAY SHORT TERM ACTIVE DUTY BAS/BAQ/IP (continued)

DATA NAME	POSITION	EXPLANATION
BAS-QTR-DA-STP	46	ENTER THE QUARTER DAY TO STOP BAS IF POSITION 16 - 17 OR 30 - 31 = 40, ELSE LEAVE BLANK: **1** = 0001 - 0700 HOURS **2** = 0701 - 1200 HOURS **3** = 1201 - 1800 HOURS **4** = 1801 - 2400 HOURS
IP-TYPE	47	ENTER THE INCENTIVE PAY TYPE (IP-TYPE) WHEN POSITION 16 - 17 OR 30 - 31 EQUALS 12, ELSE LEAVE BLANK: **A** = ACIP OR ENLISTED CREW MBR HDIP **B** = NON-CREW MEMBER HDIP **C** = PARACHUTE HDIP **D** = DEMOLITION HDIP **N** = NONE
BAQ-STAT	48	ENTER THE BAH STATUS (BAH-STAT) WHEN POSITION 16-17 OR 30 - 31 EQUALS 35, ELSE LEAVE BLANK: **0** = BAH WITHOUT DEPENDENTS **1** = BAH WITH DEPENDENTS **3** = PARTIAL RATE BAH
FILLER	49-64	BLANK
PAS	65-72	THE TWO POSITION SITE ID AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	C04
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN C05 OUTSIDE OF IAS ONLY

PAY SHORT TERM ACTIVE DUTY - OTHER

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
ENTLMT-ID-1	16-17	ENTER THE ID OF THE ENTITLEMENT: **22** - FOREIGN DUTY PAID **23** - HOSTILE FIRE PAY **50** - COST OF LIVING ALLOWANCE **51** - OVERSEAS HOUSING ALLOWANCE **58** - VARIABLE HOUSING ALLOWANCE **65** - FAMILY SEPARATION ALLOWANCE II, OR WHEN CBPO = S8.
ENT-STR-DT-1	18-23	ENTITLEMENT START DATE (OUTSIDE IAS) IN **YYMMDD** FORMAT.
ENT-STP-DT-1	24-29	**YYMMDD** ENTITLEMENT STOP DATE (OUTSIDE IAS). MUST BE EQUAL OR LESS THAN CURRENT UPDATE'S HIGH DATE PAID. (TIN WILL NOT RECYCLE.)
ENTLMT-ID-2	30-31	WHEN MORE THAN ONE ENTITLEMENT IS TO BE PAID, ENTER THE SECOND ENTITLEMENT ID. MUST BE GREATER THAN ENTLMT-ID-1 IN POSITIONS 16-17. (IF ENTLMNT-ID-1 = 50 OR 51, ENTLMT-ID-2 CANNOT = 51 OR 58. LEAVE BLANK IF NO SECOND ENTITLEMENT. (POSITIONS 32-43 MUST BE BLANK).
ENT-STR-DT-2	32-37	**YYMMDD** ENTITLEMENT START DATE (OUTSIDE IAS). LEAVE BLANK IF ENTLMT-ID-2 = BLANK.
ENT-STP-DT-2	38-43	**YYMMDD** ENTITLEMENT STOP DATE (OUTSIDE IAS). MUST BE EQUAL OR LESS THAN CURRENT UPDATE'S HIGH DATE PAID. (TIN WILL NOT RECYCLE.) LEAVE BLANK IF ENTLMT-ID-2 = BLANKS
ZIP-JTR-LOC	44-48	IF ENTLMT-ID-1 OR ENTLMT-ID-2 = 50 OR 51, ENTER THE ZIP-JTR-LOC CODE. IF EQUAL TO 58, ENTER THE PERMANENT DUTY STATION ZIP CODE FROM TABLE 61, ELSE LEAVE BLANK.
DA-RATE	49-54	IF ENTLMT-ID-1 OR ENTLMT-ID-2 = 50, 51 OR 58, ZERO FILL FOR AUTOMATIC CALCULATION OF COLA, OHA OR VHA, ELSE LEAVE BLANK. POSITIONS 53-54 MUST EQUAL ZERO WHEN ENTLMT-ID-1 OR ENTLMT-IS-2 EQUALS 50 OR 51. **NOTE**: IF PAYING BARRACKS COLA, DO NOT ZERO FILL FOR AUTOMATIC CALCULATION. AN ACTUAL CALCULATED DAILY RATE MUST BE USED.

TIN C05 OUTSIDE IAS ONLY

PAY SHORT TERM ACTIVE DUTY - OTHER (continued)

DATA NAME	POSITION	EXPLANATION
CONTIG	55	ENTER **Y** IF CONTINGENCY OPERATION, ELSE LEAVE BLANK.
CC	56-57	ENTER A VALID COUNTRY CODE FROM TABLE 54 IF ENTLMT-ID EQUALS 23 (HFP), ELSE LEAVE BLANK. COUNTRY-CODE **XX** (OTHER) BYPASSES ALL EDITS. SEE APPENDIX H.
CC	58-59	DDP/FLPD
CC	60	CSP-CAT
CC	61	NBR-DEP (BAH ONLY), ELSE LEAVE BLANK
FILLER	62-64	BLANK
PAS SITE-ID (or CBPO)	65-66	THE TWO POSITION SITE-ID AND
UIC	67-72	THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER A STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = 48 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = 24 PERIODS OF IDT AND 14 DAYS ANNUAL TRAINING AUTHORIZED.
TIN	75-77	C05
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN C11

REPORT LEAVE DAYS SOLD

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
APP-FY-DSGN	16	LAST DIGIT OF THE FY IN WHICH THE TOUR IS COMPLETED.
FILLER	17-22	BLANK
TOUR-END-DATE	23-28	**YYMMDD** = LAST DAY OF TOUR (INCLUDE ALLOWABLE TRAVEL TIME). (DO NOT USE 31ST OF MONTH.)
SAVE-LV-BAL	29-31	THE ACTUAL NUMBER OF DAYS OF UNUSED ACCRUED LEAVE TO A MEMBER'S CREDIT AS OF 31 AUG 1976. REPORT ZEROS IF MEMBER HAS NO LEAVE ACCRUED AS OF 31 AUG 1976.
FY-CURR	32-33	LAST TWO DIGITS OF CURRENT FY.
LV-ACCR-CFY	34-36	THE NUMBER OF LEAVE DAYS AND HALF-DAYS ACCRUED DURING CURRENT FY. REPORT ZEROS IF POSITION 16 IS FIRST PRIOR YEAR. ZERO-FILL FOR NO LEAVE ACCRUED. IF ZERO-FILLED, POSITIONS 37 - 39 MUST BE ZERO- FILLED. ENTER 5 IN THIRD POSITION TO REPORT ACCRUAL OF HALF-DAYS.
LV-TAKEN-CFY	37-39	THE NUMBER OF LEAVE DAYS TAKEN IN THE CURRENT FY. ZERO-FILL IF POSITIONS 34 - 36 ARE ZEROS. THIRD POSITION MUST BE **0**.
FY-1PFY	40-41	LAST TWO DIGITS OF FIRST PRIOR FY.
LV-ACRR-1PFY	42-44	NUMBER OF LEAVE DAYS AND HALF-DAYS ACCRUED DURING THE FIRST PRIOR FY. ZERO-FILL IF POSITION 16 IS SECOND PRIOR FY. ZERO-FILL FOR NO LEAVE ACCRUAL. IF ZERO-FILLED, POSITIONS 45 - 47 MUST BE ZERO-FILLED. ENTER 5 IN THIRD POSITION TO REPORT ACCRUAL OF HALF-DAYS.
LV-TAKEN-1PFY	45-47	SHOW NUMBER OF LEAVE DAYS TAKEN IN THE FIRST PRIOR FY. ZERO-FILL IF POSITIONS 42 - 44 ARE ZERO-FILLED. THIRD POSITION MUST BE **0**.
FY-2PFY	48-49	LAST TWO DIGITS OF SECOND PRIOR FY.
LV-ACCR-2PFY	50-52	SHOW THE NUMBER OF LEAVE DAYS AND HALF-DAYS ACCRUED DURING SECOND PRIOR FY. ZERO-FILL FOR NO LEAVE ACCRUAL. IF ZERO-FILLED, POSITIONS 53 - 55 MUST BE ZERO-FILLED. ENTER 5 IN THIRD POSITION TO REPORT ACCRUAL OF HALF-DAYS.

TIN C11

REPORT LEAVE DAYS SOLD (continued)

DATA NAME	POSITION	EXPLANATION
LV-TAKEN-2PFY	53-55	SHOW NUMBER OF LEAVE DAYS TAKEN IN THE SECOND PRIOR FY. ZERO FILL IF POSITIONS 50 - 52 = ZEROS. THIRD POSITION MUST BE **0**.
OFF-ENL-INDCTR	56	**O** = OFFICER **W** = WARRANT OFFICER **E** = ENLISTED
DSS-IND	57	**X** = DESERT STORM ONLY LEAVE. IF X, TOUR END DATE MUST BE GREATER THAN OR EQUAL TO 1 AUG 90. **BLANK** = ALL OTHER LEAVE.
FILLER	58-64	BLANK
PAS	65-72	THE TWO POSITION SITE ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	C11
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D01

IAD BPAY/FICA/FITW ADJ

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G.,DOE, JOHN = DOE J.
GROSS-AMT	16-21	ENTER THE GROSS AMOUNT OF ENTITLEMENT. ZERO-FILL TO THE LEFT.
ACTN-INDCTR	22	**A** = PAYMENT OF ENTIRE ENTITLEMENT **C** = COLLECT ENTIRE ENTITLEMENT
APC	23-24	ENTER THE DRILL TYPE IN THE FIRST TWO POSITIONS.
	25	ENTER THE SERVICE COMPONENT CODE AT THE TIME OF PERFORMANCE IN THE THIRD POSITION: **R** = USAR **G** = ARNG
	26	ENTER THE GRADE INDICATOR AT THE TIME OF PERFORMANCE IN THE FOURTH POSITION: **F** = OFFICER **E** = ENLISTED
	27-28	ENTER THE PAY CODE AT THE TIME OF PERFORMANCE IN THE FIFTH AND SIXTH POSITION: **11** = PRIOR SERVICE TPU AND IRR, OTHER THAN IMA **12** = IMA **14** = NON-PRIOR SERVICE
FILLER	29-30	BLANK
OFF-ENL-INDCTR	31	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
TYPE-DUTY	32	ENTER THE APPROPRIATE CODE: **2** = UTA/MUTA/RST ADJUSTMENT **3** = AFTP ADJUSTMENT **A** = ATA ADJUSTMENT **B** = JPT ADJUSTMENT (ARNG USE ONLY) **C** = AAUTA ADJUSTMENT **D** = AANT ADJUSTMENT **E** = RMA TRAINING SUPPORT ADJUSTMENT (ARNG USE ONLY) **F** = OTHER SUPPLEMENTAL IDT TRAINING ADJUSTMENT (ARNG USE ONLY) **G** = MCOFT ADJUSTMENT (ARNG USE ONLY) **H** = RMA MGMT SUPPORT ADJUSTMENT **K** = EQUIVALENT TRAINING ADJUSTMENT
NUMBER-PERIODS	33	ENTER THE NUMBER OF IDT PERIODS TO BE ADJUSTED. ENTER **0** IF PAYING DIFFERENCE IN PAY.

TIN D01

IAD BPAY/FICA/FITW ADJ (continued)

DATA NAME	POSITION	EXPLANATION
COMPONENT-OF-PAY	34-35	ENTER THE COMPONENT OF PAY FOR ADJUSTMENT. (SEE APPENDIX G.)
YEAR	36-37	ENTER THE TWO DIGIT YEAR OF PERIODS TO BE ADJUSTD.
MONTH	38-39	ENTER THE TWO DIGIT MONTH OF THE PERIODS TO BE ADJUSTED.
1ST-DAY	40-41	ENTER THE TWO DIGIT DAY OF THE FIRST DRILL PERIOD TO BE ADJUSTED.
1ST-DAY-PERIODS	42	THE NUMBER OF DRILL(s). (1 FOR MORNING, 2 FOR AFTERNOON OR 3 IF BOTH PERIODS ARE BEING ADJUSTED.)
2ND-DAY	43-44	TWO DIGIT DAY OF THE SECOND DRILL.
2ND-DAY-PERIODS	45	THE NUMBER OF DRILL(s). (1 FOR MORNING, 2 FOR AFTERNOON OR 3 IF BOTH PERIODS ARE BEING ADJUSTED.)
3RD-DAY	46-47	TWO DIGIT DAY OF THE THIRD DRILL.
3RD-DAY-PERIODS	48	THE NUMBER OF DRILL(s). (1 FOR MORNING, 2 FOR AFTERNOON OR 3 IF BOTH PERIODS ARE BEING ADJUSTED.)
4TH-DAY	49-50	TWO DIGIT DAY OF THE FOURTH DRILL.
4TH-DAY-PERIODS	51	THE NUMBER OF DRILL(s). (1 FOR MORNING, 2 FOR AFTERNOON OR 3 IF BOTH PERIODS ARE BEING ADJUSTED.)
DIF-IN-PAY	52	ENTER **D** IF ADJUSTMENT IS FOR A DIFFERENCE IN PAY, ELSE BLANK.
FILLER	53	BLANK
CLERK-ID	54-55	CLERK INITIALS
FILLER	56	BLANK
FY	57-58	ENTER FY THE DRILL WAS PERFORMED.
TAX-AMT	59-64	ENTER ZEROS.
PAS	65-72	THE TWO POSITION SITE ID AND SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D01
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

ACTIVE DUTY LESS THAN 30 DAYS

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	**L** FOR LONG TOUR or **S** FOR SHORT TOUR.
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC	23-28	ENTER APC FROM ORDERS (MUST BE IN TABLE 40). BLANK WHEN GROSS-ADJ-AMT = ZERO. MUST BE AUTHORIZED FOR DATES IN THIS TIN.
COUNTRY-CD	29-30	BLANK
COMPONENT-OF-PAY	31-32	ENTER THE COMPONENT OF PAY FROM APPENDIX G. IF GROSS-ADJ-AMT EQUALS ZERO, PAY-CMPNT MUST EQUAL AC OR AD.
GROSS-ADJ-AMT	33-38	ZERO-FILL TO THE LEFT. NO DECIMAL; (E.G., $20.00 = 002000).
ADJ-STR-DT	39-44	ENTITLEMENT START DATE AS **YYMMDD.**
ADJ-STP-DT	45-50	ENTITLEMENT STOP DATE AS **YYMMDD.**
ORDER-NBR	51-56	ORDER NUMBER.
TRAVEL-DAYS	57	BLANK
ZIP-JTR-LOC	58-62	BLANK
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

BAH DIFFERENTIAL

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	**L** = LONG TOUR OR **S** = SHORT TOUR.
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC	23-28	THE APC FROM THE ORDERS (FROM TABLE 40). MUST BE SPACES WHEN GROSS-ADJ-AMT = ZERO. MUST BE AUTHORIZED FOR DATES IN THIS TIN.
COUNTRY-CD	29-30	BLANK
COMPONENT-OF-PAY	31-32	**HR** = BAH DIFFERENTIAL
GROSS-ADJ-AMT	33-38	GROSS AMOUNT OF BAH. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000).
ADJ-STR-DT	39-44	**YYMMDD.** BAH START DATE.
ADJ-STP-DT	45-50	**YYMMDD.** BAH STOP DATE.
ORDER-NBR	51-56	ORDER NUMBER
TRAVEL-DAYS	57	BLANK
ZIP-JTR-LOC	58-62	BLANK
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

BAH (Outside of IAS Only)

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	**L** = LONG TOUR OR **S** = SHORT TOUR.
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC	23-28	THE APC FROM THE ORDERS (IN TABLE 40). MUST BE SPACES WHEN GROSS-ADJ-AMT = ZERO. MUST BE AUTHORIZED FOR DATES IN THIS TIN.
COUNTRY-CD	29-30	BLANK
COMPONENT-OF-PAY	31-32	SELECT A BAH COMPONENT OF PAY: **H1** = BAH WITH DEPENDENTS **H2** = BAH WITHOUT DEPENDENTS **H3** = BAH PARTIAL RATE
GROSS-ADJ-AMT	33-38	GROSS AMOUNT OF BAH. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000).
ADJ-STR-DT	39-44	BAH START DATE IN YYMMDD FORMAT.
ADJ-STP-DT	45-50	BAH STOP DATE IN YYMMDD FORMAT.
ORDER-NBR	51-56	ORDER NUMBER
TRAVEL-DAYS	57	BLANK
ZIP-JTR-LOC	58-62	BLANK
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

BAS (Outside of IAS Only)

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	**L** FOR LONG TOUR or **S** FOR SHORT TOUR.
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT.
APC	23-28	THE APC FROM THE ORDERS (IN TABLE 40). MUST BE SPACES WHEN GROSS-ADJ-AMT = ZERO. MUST BE AUTHORIZED FOR DATES IN THIS TIN.
COUNTRY-CD	29-30	BLANK
COMPONENT-OF-PAY	31-32	SELECT THE BAS COMPONENT OF PAY: **F1** = BAS - RATIONS NOT AVAILABLE **F2** = BAS - EMERGENCY RATIONS **F3** = BAS - SEPARATE RATIONS **F4** = BAS - OFFICER **F7** = BAS - PARTIAL BAS
GROSS-ADJ-AMT	33-38	GROSS AMOUNT OF BAH. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000).
ADJ-STR-DT	39-44	BAS START DATE IN YYMMDD FORMAT.
ADJ-STP-DT	45-50	BAS STOP DATE IN YYMMDD FORMAT.
ORDER-NBR	51-56	ORDER NUMBER
TRAVEL-DAYS	57	BLANK
ZIP-JTR-LOC	58-62	BLANK
CLERK-ID	63-64	CLERK INITIALS; CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

BONUS PAYMENT

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	BLANK
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC	23-28	32R921 - USAR EDUCATIONAL ASSISTANCE 18G201 - ARNG EDUCATIONAL ASSISTANCE 32R501 - USAR HEALTH CARE PROFESSIONAL 18G101 - ARNG HEALTH CARE PROFESSIONAL
COUNTRY-CD	29-30	BLANK
PAY-CMPNT	31-32	ENTER '**UC**' FOR HEALTH CARE PROFESSIONAL TEST BONUS OR '**U6**' FOR EDUCATIONAL ASSISTANCE.
GROSS-ADJ-AMT	33-38	GROSS AMOUNT OF ENTITLEMENT. ZERO-FILL TO THE LEFT - NO DECIMAL (E.G. $20.00 = 002000).
ADJ-STR-DT	39-44	ENTITLEMENT START DATE AS YYMMDD.
ADJ-STP-DT	45-50	ENTITLEMENT STOP DATE AS YYMMDD. (MUST MATCH D02 ADJ-STR-DT.)
ORDER-NBR	51-56	BLANK
TRAVEL-DAYS	57	BLANK
ZIP-JTR-LOC	58-62	BLANK
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

CONTINUATION PAY

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	ENTER **1** FOR INCAPACITATION PAY.
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC	23-28	THE APC FROM THE ORDERS (IN TABLE 40). MUST BE SPACES WHEN GROSS-ADJ-AMT = ZERO. MUST BE AUTHORIZED FOR DATES IN THIS TIN.
COUNTRY-CD	29-30	BLANK
PAY-CMPNT	31-32	ENTER A VALID INCAPACITATION PAY-CMPNT FROM APPENDIX G.
GROSS-ADJ-AMT	33-38	GROSS AMOUNT OF INCAPACITATION PAY. ZERO-FILL TO THE LEFT. NO DECIMAL. (E.G. $20.00 = 002000)
ADJ-STR-DT	39-44	START DATE OF INCAP. ENT. AS YYMMDD
ADJ-STP-DT	45-50	STOP DATE OF INCAP. ENT AS YYMMDD.
ORDER-NBR	51-56	ORDER NUMBER, ELSE ZERO-FILL IF PAYMENT IS FOR IDT.
TRAVEL-DAYS	57	BLANK
ZIP-JTR-LOC	58-62	BLANK
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

DEBT COLLECTIONS REFUND

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
ACTN-INDCTR	20	A = PAYMENT OF ENTIRE ENTITLEMENT.
TYPE-DUTY-TOUR	21	BLANK
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC	23-28	THE APC FROM THE ORDERS (IN TABLE 40). MUST BE SPACES WHEN GROSS-ADJ-AMT = ZERO. MUST BE AUTHORIZED FOR DATES IN THIS TIN.
COUNTRY-CD	29-30	BLANK
COMPONENT-OF-PAY	31-32	ENTER THE COMPONENT OF PAY FROM APPENDIX G. IF GROSS-ADJ-AMT EQUALS ZERO, PAY-CMPNT MUST EQUAL AC OR AD.
GROSS-ADJ-AMT	33-38	AMOUNT ERRONEOUSLY COLLECTED ON DJMS-RC. ZERO FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000).
ADJ-STR-DT	39-44	START DATE OF DEBT AS YYMMDD.
ADJ-STP-DT	45-50	STOP DATE OF DEBT AS YYMMDD.
ORDER-NBR	51-56	ORDER NUMBER, ELSE ZERO-FILL.
TRAVEL-DAYS	57	BLANK
ZIP-JTR-LOC	58-62	BLANK
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

DISABILITY SEVERANCE PAY

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	BLANK.
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC	23-28	THE APC FROM SEPARATION ORDERS (IN TABLE 40). MUST BE SPACES WHEN GROSS-ADJ-AMT = ZERO. MUST BE AUTHORIZED FOR DATES IN THIS TIN.
COUNTRY-CD	29-30	BLANK
PAY-CMPNT	31-32	**Y1** = TAXABLE DISABILITY **YS** = NON-TAXABLE DISABILITY
GROSS-ADJ-AMT	33-38	GROSS AMOUNT OF DISABILITY SEVERANCE PAYMENT. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G., $20.00 = 002000).
ADJ-STR-DT	39-44	START DATE OF SEPARATION AS **YYMMDD.**
ADJ-STP-DT	45-50	STOP DATE OF SEPARATION AS **YYMMDD.**
ORDER-NBR	51-56	THE SEPARATION ORDER NUMBER.
TRAVEL-DAYS	57	BLANK
ZIP-JTR-LOC	58-62	BLANK
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

DUTY WITHOUT PAY

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
ACTN-INDCTR	20	ENTER **B** (SUPPLEMENTAL PAYMENT)
FILLER	21	BLANK
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC	23-28	APC FROM ACTIVE DUTY ORDERS (IN TABLE 40). MUST BE SPACES WHEN GROSS-ADJ-AMT = ZERO. MUST BE AUTHORIZED FOR DATES IN THIS TIN.
COUNTRY-CD	29-30	BLANK
COMPONENT-OF-PAY	31-32	ENTER THE COMPONENT OF PAY FROM APPENDIX G. IF GROSS-ADJ-AMT EQUALS ZERO, PAY-CMPNT MUST EQUAL AC OR AD.
GROSS-ADJ-AMT	33-38	MONTHLY GROSS ADJUSTED AMOUNT. ZERO-FILL TO THE LEFT. NO DECIMAL. (E.G. $20.00 = 002000).
ADJ-STR-DT	39-44	ENTER TOUR START DATE AS **YYMMDD.**
ADJ-STP-DT	45-50	ENTER TOUR STOP DATE AS **YYMMDD.**
ORDER-NBR	51-56	ENTER ORDER NUMBER. MUST BE RIGHT JUSTIFIED. ZERO-FILL WHEN LESS THAN SIX POSITIONS.
TRAVEL-DAYS	57	ENTER ZERO.
ZIP-JTR-LOC	58-62	ENTER THE ZIP CODE/JFTR LOCATION.
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

FAMILY SEPARATION ALLOWANCE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	ENTER **L** FOR LONG TOUR.
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC	23-28	THE APC FROM ORDERS FOR FSA (IN TABLE 40). MUST BE SPACES WHEN GROSS-ADJ-AMT = ZERO. MUST BE AUTHORIZED FOR DATES IN THIS TIN.
COUNTRY-CD	29-30	BLANK
COMPONENT-OF-PAY	31-32	SELECT THE COMPONENT OF PAY: **H7** = FSA, TYPE 1 **H8** = FSA, TYPE 2
GROSS-ADJ-AMT	33-38	GROSS AMOUNT OF FSA. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000).
ADJ-STR-DT	39-44	START DATE OF FSA AS **YYMMDD**.
ADJ-STP-DT	45-50	STOP DATE OF FSA AS **YYMMDD**.
ORDER-NBR	51-56	ORDER NUMBER
TRAVEL-DAYS	57	BLANK
ZIP-JTR-LOC	58-62	BLANK
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

INACTIVE DUTY TRAINING

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	ENTER **S.**
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC	23-24 25 26 27-28	DRILL TYPE SERVICE COMPONENT CODE AT THE TIME OF PERFORMANCE: **R** = USAR OR **G** = ARNG GRADE AT TIME OF PERFORMANCE: **F** = OFFICER OR **E** = ENLISTED PAY CODE AT THE TIME OF PERFORMANCE: **11** = PRIOR SERVICE TPU & IRR OTHER THAN IMA, **12** = IMA, OR **14** = NON-PRIOR SERVICE.
COUNTRY-CD	29-30	BLANK
COMPONENT-OF-PAY	31-32	ENTER THE COMPONENT OF PAY FROM APPENDIX G. IF GROSS-ADJ-AMT EQUALS ZERO, PAY-CMPNT MUST EQUAL AC OR AD.
GROSS-ADJ-AMT	33-38	ENTER THE DOLLAR AMOUNT OF THE PAYMENT/ADJUSTMENT. **NOTE**: A SEPARATE D02 IS REQUIRED FOR EACH ENTITLEMENT.
ADJ-STR-DT	39-44	ENTER **YYMMDD** OF THE DRILL START.
ADJ-STP-DT	45-50	ENTER **YYMMDD** OF THE DRILL STOP.
ORDER-NBR	51-56	BLANK FOR IDT ADJUSTMENTS.
TRAVEL-DAYS	57	ENTER ZERO.
ZIP-JTR-LOC	58-62	BLANK
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)

TIN D02

INACTIVE DUTY TRAINING (continued)

DATA NAME	POSITION	EXPLANATION
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

MILEAGE ALLOWANCE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	**L** FOR LONG TOUR or **S** FOR SHORT TOUR.
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC	23-28	THE APC FROM THE ORDERS. MUST BE IN TABLE 40. MUST BE SPACES WHEN GROSS-ADJ-AMT = ZERO. MUST BE AUTHORIZED FOR DATES IN THIS TIN.
COUNTRY-CD	29-30	BLANK
PAY-CMPNT	31-32	ENTER **AG.**
GROSS-ADJ-AMT	33-38	GROSS AMOUNT OF MILEAGE ENTITLEMENT. ZERO-FILL TO THE LEFT. NO DECIMAL. (E.G. $20.00 = 002000).
ADJ-STR-DT	39-44	BEGINNING DUTY DATE AS **YYMMDD**.
ADJ-STP-DT	45-50	ENDING DUTY DATE AS **YYMMDD**.
ORDER-NBR	51-56	ORDER NUMBER
TRAVEL-DAYS	57	BLANK
ZIP-JTR-LOC	58-62	BLANK
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

SAVED PAY

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	**L** FOR LONG TOUR OF ACTIVE DUTY OR **S** FOR IDT OR SHORT TOUR OF ACTIVE DUTY.
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC		FOR SHORT OR LONG TOUR, ENTER APC FROM THE ORDERS. FOR IDT:
	23-24	DRILL TYPE
	25	SERVICE COMPONENT CODE AT THE TIME OF PERFORMANCE: **R** = USAR OR **G** = ARNG
	26	GRADE AT TIME OF PERFORMANCE: **F** = OFFICER OR **E** = ENLISTED
	27-28	PAY CODE AT THE TIME OF PERFORMANCE: **11** = PRIOR SERVICE TPU & IRR OTHER THAN IMA, **12** = IMA, OR **14** = NON-PRIOR SERVICE.
COUNTRY-CD	29-30	BLANK
COMPONENT-OF-PAY	31-32	SELECT THE COMPONENT OF PAY: **A9** = SAVED PAY - BASIC PAY **AA** = SAVED PAY - ALLOWANCES **AB** = SAVED PAY - INCENTIVE PAY
GROSS-ADJ-AMT	33-38	ENTER MONTHLY GROSS ADJUSTED AMOUNT. ZERO-FILL TO THE LEFT - NO DECIMAL (E.G., $20.00 = 002000).
ADJ-STR-DT	39-44	ENTER TOUR START DATE (YYMMDD) FOR AD OR THE DATE OF DRILL FOR IDT.
ADJ-STP-DT	45-50	ENTER TOUR STOP DATE (YYMMDD) FOR AD OR THE DATE OF DRILL FOR IDT.
ORDER-NBR	51-56	THE ORDER NUMBER FOR AT/ADT/ADSW TOURS. BLANK FOR IDT ADJUSTMENTS.
TRAVEL-DAYS	57	BLANK
FILLER	58-62	BLANK
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.

TIN D02

SAVED PAY (continued)

DATA NAME	POSITION	EXPLANATION
PAS SITE-ID (or CBPO)	65-66	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.)
UIC	67-72	SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

SEPARATION PAY

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	BLANK
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC	23-28	SEPARATION APC FROM TABLE 40 SHOWING AUTHORIZATION FOR THE DATES IN THIS TIN.
COUNTRY-CD	29-30	BLANK
PAY-CMPNT	31-32	ENTER **Y3**
GROSS-ADJ-AMT	33-38	GROSS AMOUNT OF SEPARATION PAY ZERO-FILL TO THE LEFT - NO DECIMAL (E.G. $20.00 = 002000).
ADJ-STR-DT	39-44	SEPARATION DATE IN **YYMMDD** FORMAT.
ADJ-STP-DT	45-50	SEPARATION DATE IN **YYMMDD** FORMAT.
ORDER-NBR	51-56	SEPARATION ORDER NUMBER.
TRAVEL-DAYS	57	BLANK
ZIP-JTR-LOC	58-62	BLANK
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

SPECIAL PAY

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	**L** FOR LONG TOUR or **S** FOR SHORT TOUR.
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC		FOR SHORT OR LONG TOUR, ENTER APC FROM THE ORDERS. FOR IDT:
	23-24	DRILL TYPE
	25	SERVICE COMPONENT CODE AT THE TIME OF PERFORMANCE: **R** = USAR OR **G** = ARNG
	26	GRADE AT TIME OF PERFORMANCE: **F** = OFFICER OR **E** = ENLISTED
	27-28	PAY CODE AT THE TIME OF PERFORMANCE: **11** = PRIOR SERVICE TPU & IRR OTHER THAN IMA, **12** = IMA, OR **14** = NON-PRIOR SERVICE.
COUNTRY-CD	29-30	BLANK
COMPONENT-OF-PAY	31-32	ENTER THE COMPONENT OF PAY FROM APPENDIX G. IF GROSS-ADJ-AMT EQUALS ZERO, PAY-CMPNT MUST EQUAL AC OR AD.
GROSS-ADJ-AMT	33-38	ENTER ZEROS FOR AT/ADT/ADSW TOURS INSIDE IAS (DOLLAR AMOUNT WILL BE CALCULATED AUTOMATICALLY). ENTER DOLLAR AMOUNT FOR IDT PERFORMANCE OR AT/ADT/ADSW TOURS OUTSIDE IAS. ZERO-FILL TO THE LEFT - NO DECIMAL; (E.G. $20.00 = 002000).
ADJ-STR-DT	39-44	ENTITLEMENT START DATE AS YYMMDD.
ADJ-STP-DT	45-50	ENTITLEMENT STOP DATE AS YYMMDD.
ORDER-NBR	51-56	ENTER THE ORDER NUMBER FOR AT/ADT/ ADSW TOURS, BLANK FOR IDT PERIODS.
TRAVEL-DAYS	57	ENTER ZERO.
ZIP-JTR-LOC	58-62	BLANK
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.

TIN D02

SPECIAL PAY (continued)

DATA NAME	POSITION	EXPLANATION
PAS SITE-ID (or CBPO)	65-66	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.)
UIC	67-72	SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

STATION ALLOWANCE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	**L** = LONG TOUR or **S** = SHORT TOUR.
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC	23-28	THE APC FROM THE ORDERS (IN TABLE 40). MUST BE SPACES WHEN GROSS-ADJ-AMT = ZERO. MUST BE AUTHORIZED FOR DATES IN THIS TIN.
COUNTRY-CD	29-30	BLANK
COMPONENT-OF-PAY	31-32	SEE APPENDIX G FOR VALID COLA, OHA AND VHA COMPONENTS OF PAY.
GROSS-ADJ-AMT	33-38	GROSS AMOUNT OF ENTITLEMENT. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000).
ADJ-STR-DT	39-44	ENTITLEMENT START DATE AS **YYMMDD.**
ADJ-STP-DT	45-50	ENTITLEMENT STOP DATE AS **YYMMDD.**
ORDER-NBR	51-56	ORDER NUMBER
TRAVEL-DAYS	57	BLANK
ZIP-JTR-LOC	58-62	IF PAY-CMPNT = **SA** OR **SB** FOR OHA, ENTER THE JTR LOCATION CODE. IF PAY-CMPNT = **HB** OR **HC** FOR VHA, ENTER THE ZIP CODE. ELSE SPACES.
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

TLA

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	BLANK.
OFF-ENL-INDCTR	22	**O** = OFFICER **E** = ENLISTED **W** = WARRANT
APC	23-28	THE APC FROM ORDERS FOR FSA (IN TABLE 40). MUST BE SPACES WHEN GROSS-ADJ-AMT = ZERO. MUST BE AUTHORIZED FOR DATES IN THIS TIN.
COUNTRY-CD	29-30	BLANK
PAY-CMPNT	31-32	ENTER **SD.**
GROSS-ADJ-AMT	33-38	GROSS AMOUNT OF TLA ENTITLEMENT. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000).
ADJ-STR-DT	39-44	START DATE OF TLA AS **YYMMDD**.
ADJ-STP-DT	45-50	STOP DATE OF TLA AS **YYMMDD**.
ORDER-NBR	51-56	THE PCS ORDER NUMBER.
TRAVEL-DAYS	57	BLANK
ZIP-JTR-LOC	58-62	ENTER THE JFTR LOCATION CODE. SEE THE JFTR, APPENDIX F FOR CODES.
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D02

UNIFORM ALLOWANCE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-18	BLANK
HF3-BYPASS-CODE	19	HISTORY FILE 3 BYPASS CD (EQUAL **X** OR SPACE).
ACTN-INDCTR	20	**A** = PAYMENT OF ENTIRE ENTITLEMENT, **B** = SUPPLEMENTAL PAYMENT, **C** = COLLECT ENTIRE ENTITLEMENT AMOUNT **D** = COLLECTION DUE TO OVERPAYMENT, **G** = CHECK CANCELLATION.
TYPE-DUTY-TOUR	21	BLANK
OFF-ENL-INDCTR	22	**E** = ENLISTED.
APC	23-28	THE APC FROM THE ORDERS (IN TABLE 40). MUST BE SPACES WHEN GROSS-ADJ-AMT = ZERO. MUST BE AUTHORIZED FOR DATES IN THIS TIN.
COUNTRY-CD	29-30	BLANK
COMPONENT-OF-PAY	31-32	SELECT THE COMPONENT OF PAY: **R4** = BASIC MALE **R5** = BASIC FEMALE **R6** = STANDARD MALE **R7** = STANDARD FEMALE
GROSS-ADJ-AMT	33-38	ZERO-FILL GROSS-ADJ-AMT FOR AUTOMATIC CALCULATION OF CRA INSIDE IAS. IF OUTSIDE IAS, COMPUTE AND USE THE ACTUAL DOLLAR AMOUNT OF THE ENTITLEMENT. LEFT ZERO-FILL - NO DECIMAL (E.G. $20.00 = 002000).
ADJ-STR-DT	39-44	ENTITLEMENT START DATE AS **YYMMDD.**
ADJ-STP-DT	45-50	ENTITLEMENT STOP DATE AS **YYMMDD.** **NOTE:** (MUST MATCH D02-ADJ-STR-DT.)
ORDER-NBR	51-56	ZERO-FILL.
TRAVEL-DAYS	57	BLANK
ZIP-JTR-LOC	58-62	BLANK
CLERK-ID	63-64	CLERK INITIALS, CANNOT BE SPACES.
PAS SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID. (CBPO MUST EQUAL S8 WHEN PAY-CMPNT = AC.) SIX POSITION UNIT IDENTIFICATION CODE. (AS MUST EQUAL 963IFCCH, 963IFCCK OR 963IFCCQ WHEN PAY-CMPNT = AC.)
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA
TIN	75-77	D02
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D17

ADJUST ACCRUED LEAVE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
ADJ-AMT	16-21	AMOUNT TO BE ADJUSTED. NO DECIMAL, ZERO-FILL TO THE LEFT.
ADJ-FY	22	LAST DIGIT OF FY ADJUSTING.
APC	23-28	APC OF VOUCHER BEING COLLECTED.
ADJ-NO-DAYS	29-31	NUMBER OF DAYS ADJUSTED. MUST BE NUMERIC, MUST BE LESS THAN OR EQUAL TO 300. RIGHT DIGIT MUST = 0 OR 5.
TR-END-DT	32-37	ENTER THE TOUR END DATE AS YYMMDD. FISCAL YEAR OF TOUR END DATE MUST AGREE WITH ADJUSTED FISCAL YEAR.
LV-ACCR-CFY	38-40	LEAVE ACCRUED DURING CURRENT FY. MUST BE NUMERIC. MUST BE LESS THAN OR EQUAL TO 300. RIGHT DIGIT MUST = O OR 5.
LV-TAKEN-CFY	41-43	LEAVE TAKEN DURING THE CURRENT FY. MUST BE NUMERIC. MUST BE ZEROS IF LV-ACCR-CFY EQUALS ZERO. RIGHT DIGIT MUST = ZERO.
LV-ACCR-1PFY	47-49	LEAVE ACCRUED 1ST PRIOR FY. MUST BE NUMERIC. MUST BE ZEROS IF ADJ-LV-ACCR EQUALS ZEROS. RIGHT DIGIT MUST = ZERO.
LV-TAKEN-1PFY	44-46	LEAVE TAKEN 1ST PRIOR FY. MUST BE NUMERIC. MUST BE LESS THAN OR EQUAL TO 300. RIGHT DIGIT MUST = 0 OR 5.
LV-ACCR-2PFY	50-52	LEAVE ACCRUED 2ND PRIOR FY. MUST BE NUMERIC. MUST BE ZEROS IF ADJ-LV-ACCR EQUALS ZEROS. RIGHT DIGIT MUST = ZERO.
LV-TAKEN-2PFY	44-46	LEAVE TAKEN 2ND PRIOR FY. MUST BE NUMERIC. MUST BE LESS THAN OR EQUAL TO 300. RIGHT DIGIT MUST = 0 OR 5.
ADJ-MPC	56	**O** = OFFICER **W** = WARRANT OFFICER **E** = ENLISTED
ADJ-MANUAL	57	MANUAL ADJUSTMENTS. MUST BE SPACE IF ADJUSTED AMOUNT IS POSITIVE. MUST BE '**B**' IF ADJUSTED AMOUNT IS NEGATIVE.
FILLER	58-59	BLANK
GRADE	60-61	MUST BE; 31 - 39 FOR ENLISTED, 01 - 10 FOR OFFICERS, 21 - 24 FOR WARRANT OFFICERS.

TIN D17

ADJUST ACCRUED LEAVE (continued)

DATA NAME	POSITION	EXPLANATION
DSS-IND	62	X = DESERT STORM ONLY LEAVE SPACE = ALL OTHER LEAVE. IF X, TOUR END DATE MUST BE GREATER THAN OR EQUAL TO 1 AUG 90.
FILLER	63-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE. FOR IRR ACCESSION USE SITE-ID **Z4** PLUS SIX POSITION UNIT-ID CODE 5DDDD0.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. SEE APPENDIX E. FOR USAR, THE PAY GROUP: AN = TPU AND **IRR**, OTHER THAN IMA; BN = IMA USE **AN** FOR NON-PRIOR SERVICE MEMBERS.
TIN	75-77	D17
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D18

MMPA HISTORY and ON-LINE INQUIRY REMARKS

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
COMMENT	16-62	ENTER THE REMARK
SEQ-CTRL-NO	63-64	**01** FOR THE FIRST REMARK ENTRY, **02** FOR THE SECOND REMARK ENTRY, ETC. MAXIMUM OF 10
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE. FOR IRR ACCESSION USE SITE-ID **Z4** PLUS SIX POSITION UNIT-ID CODE 5DDDD0.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND **IRR**, OTHER THAN IMA AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = IMA
TIN	75-77	D18
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D19

LES AND IN-PROCESS TRANSACTION REMARK

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
SEQ-CTRL-NO	16-17	**01** = FIRST REMARK, **02** = SECOND REMARK, ETC. MAXIMUM OF 10.
FILLER	18-19	BLANK
COMMENT	20-64	ENTER THE REMARK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE. FOR IRR ACCESSION USE SITE-ID **Z4** PLUS SIX POSITION UNIT-ID CODE 5DDDD0.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND **IRR**, OTHER THAN IMA AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = IMA
TIN	75-77	D19
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN D20

COMMENTS PAS/CBPO

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MUST BE NUMERIC AND EQUAL TO ALL ZEROS.
NAME-ID	11-15	MUST EQUAL SPACES.
SEQ-CTRL-NO	15-17	**01** = FIRST REMARK, **02** = SECOND REMARK, ETC. MAXIMUM OF 10.
INPUT-PAS-ID	18-25	POSITIONS 18 - 19 ARE MANDATORY. POSITIONS 20 - 25 ARE OPTIONAL.
COMMENT	26-64	ENTER THE REMARK
PAS	65-72	POSITIONS 65 - 66 ARE MANDATORY. POSITIONS 67 - 72 ARE OPTIONAL.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND **IRR**, OTHER THAN IMA AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = IMA.
TIN	75-77	D20
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DF03

REPORT FINES DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DF
ACTN-INDCTR	4-5	03
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
DEBT-STR	20-25	**YYMMDD**. THE DATE THE SENTENCE WAS APPROVED BY CONVENING AUTHORITY.
DEBT-STP	26-31	YYMMDD. SAME AS DEBT-STR.
AMT-COLL	32-37	GROSS AMOUNT OF COLLECTION. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000)
DEBT-TYPE-AR	38	3 = (FINE)
APC	39-40	ENTER **11.**
	41	**R** (RESERVE) OR **G** (GUARD)
	42	**E** (ENLISTED) OR **F** (OFFICER)
	43-44	**11** = PAY GROUP A **12** = PAY GROUP B **14** = PAY GROUP F
FILLER	45-63	BLANK
COMPONENT-OF-PAY	64-65	ENTER **G1.**
CBPO	66-67	SITE-ID (FIRST TWO POSITIONS OF PAS CODE)
FILLER	68-73	BLANK
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DF07

ADJUST FINES DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DF
ACTN-INDCTR	4-5	07
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J.
DEBT-STR	20-25	**YYMMDD**. MUST MATCH START DATE ON THE ORIGINAL DF03 TRANSACTION.
DEBT-STP	26-31	**YYMMDD**. SAME AS DEBT-STR.
AMT-COLL	32-37	GROSS AMOUNT OF COLLECTION. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000)
DEBT-TYPE-AR	38	**3** = (FINE)
APC	39-44	MUST MATCH APC ON ORIGINAL DF03 TRANSACTION.
DED-CD	45	**1** = FOR DAILY DEDUCTION RATE **2** = FOR COLLECT 2/3 OF PAY (EXCLUDING ALLOWANCES) **3** = FOR COLLECT ALL PAY
DEDUCTION-RATE	46-51	IF POSITION 45 = 1, ENTER DAILY DEDUCTION RATE ELSE LEAVE BLANK.
CASH-COLL-DED	52	BLANK (DFAS-IN USE ONLY)
AMT-COLL-REDCTN	53-58	BLANK (DFAS-IN USE ONLY)
NEW-AMT-SPEC-INDEBT	59-64	BLANK (DFAS-IN USE ONLY)
SUSPENSION-RSN	65	BLANK (DFAS-IN USE ONLY)
CBPO	66-67	SITE-ID (FIRST TWO POSITIONS OF THE PAS CODE)
FILLER	68-73	BLANK
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

***NOTE:** IF MEMBER IS PERFORMING 4 UTAS PER MONTH AND HAS A REPAY SCHEDULE OF $100 PER MONTH, ENTER 002500 ($25). IF REPAY SCHEDULE IS $50 PER MONTH, ENTER 001250 ($12.50), ETC.

TIN DF09

CANCEL FINES DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DF
ACTN-INDCTR	4-5	09
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J.
DEBT-STR	20-25	**YYMMDD**. MUST MATCH START DATE ON THE ORIGINAL DF03 TRANSACTION.
DEBT-STP	26-31	**YYMMDD**. SAME AS DEBT-STR.
AMT-COLL	32-37	GROSS AMOUNT OF ORIGINAL DEBT. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000)
DEBT-TYPE-AR	38	BLANK
APC	39-44	MUST MATCH APC ON ORIGINAL DF03 TRANSACTION.
FILLER	45-67	BLANK
CBPO	68-69	SITE-ID FIRST TWO POSITIONS OF THE PAS CODE)
FILLER	70-73	BLANK
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DG03

REPORT GPLD DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DG
ACTN-INDCTR	4-5	03
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J.
DEBT-STR	20-25	**YYMMDD**. DATE SHOWN ON SUBSTANTIAT-ING DOCUMENT.
DEBT-STP	26-31	**YYMMDD**. SAME AS DEBT-STR.
AMT-COLL	32-37	GROSS AMOUNT OF COLLECTION. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000)
DEBT-TYPE-AR	38	**8** = GPLD **9** = REPORT OF SURVEY
APC	39-44	**323225** = GPLD **APPROPRIATE APC** = REPORT OF SURVEY
FILLER	45-46	BLANK
ADSN-RPT	47-50	LEAVE BLANK = (GPLD) ZERO-FILL = = (REPORT OF SURVEY)
RPT-OF-SURVEY	51-63	LEAVE BLANK (GPLD) DSSN = (REPORT OF SURVEY, ZERO-FILL TO THE LEFT).
COMPONENT-OF-PAY	64-65	**G8** = GPLD **GE** = REPORT OF SURVEY
CBPO	66-67	SITE-ID (FIRST TWO POSITIONS OF THE PAS CODE).
FILLER	68-73	BLANK
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DG07

ADJUST GPLD DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0**.
FID	2-3	DG
ACTN-INDCTR	4-5	07
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J.
DEBT-STR	20-25	**YYMMDD**. MUST MATCH START DATE ON THE ORIGINAL DF03 TRANSACTION.
DEBT-STP	26-31	**YYMMDD**. SAME AS DEBT-STR.
AMT-COLL	32-37	GROSS AMOUNT OF ORIGINAL DEBT. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000)
DEBT-TYPE-AR	38	**G8** = GPLD **GE** = REPORT OF SURVEY
APC	39-44	**323225** = GPLD **APPROPRIATE APC** = REPORT OF SURVEY
DED-CD	45	**1** = FOR DAILY DEDUCTION RATE **2** = FOR COLLECT 2/3 OF PAY (EXCLUDING ALLOWANCES) **3** = FOR COLLECT ALL PAY
DEDUCTION-RATE	46-51	IF POSITION 45 = 1, ENTER DAILY DEDUCTION RATE. ELSE LEAVE BLANK.
CASH-COLL-DED	52	BLANK (DFAS-IN USE ONLY)
AMT-COLL-REDCTN	53-58	BLANK (DFAS-IN USE ONLY)
NEW-AMT-SPEC-INDEBT	59-64	BLANK (DFAS-IN USE ONLY)
SUSPENSION-RSN	65	BLANK (DFAS-IN USE ONLY)
CBPO	66-67	SITE-ID - FIRST 2 POSITIONS OF THE PAS CODE.
FILLER	68-73	BLANK
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

***NOTE:** IF MEMBER IS PERFORMING 4 UTAS PER MONTH AND HAS A REPAY SCHEDULE OF $100 PER MONTH, ENTER 002500 ($25). IF REPAY SCHEDULE IS $50 PER MONTH, ENTER 001250 ($12.50), ETC.

TIN DG09

CANCEL GPLD DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0**.
FID	2-3	DG
ACTN-INDCTR	4-5	09
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J.
DEBT-STR	20-25	ENTER IN **YYMMDD** FORMAT (START DATE MUST MATCH START DATE OF DEBT IDENTIFIED ON UH022-164.)
DEBT-STP	26-31	**YYMMDD**. SAME AS DEBT-STR.
AMT-COLL	32-37	GROSS AMOUNT OF ORIGINAL DEBT. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000)
INDEBTEDNESS-TYPE	38	BLANK
APC	39-44	MUST MATCH APC ON THE ORIGINAL DG03 TRANSACTION.
FILLER	45-67	BLANK
CBPO	68-69	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
FILLER	70-73	BLANK
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DQ03

REPORT PAY & ALLOWANCE DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DQ
ACTN-INDCTR	4-5	03
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J.
DEBT-STR	20-25	**YYMMDD.** START DATE OF THE DEBT.
DEBT-STP	26-31	**YYMMDD**. SAME AS DEBT-STR.
AMT-COLL	32-37	GROSS AMOUNT OF COLLECTION. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G., $20.00 = 002000)
DEBT-TYPE-AR	38	**1** = PAY & ALLOWANCES **2** = BONUS
APC	39-44	APC FROM THE ORDER.
FILLER	45-46	BLANK
FITW-WAGE	47-54	BLANK (SYSTEM GENERATED INCOME TAX ADJUSTMENT).
FILLER	55-63	BLANK
COMPONENT-OF-PAY	64-65	COMPONENT OF PAY (SEE APPENDIX G)
CBPO	66-67	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
ORDER-NUMBER	68-73	ORDER NUMBER
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DQ07 (1)

CHANGE BASE PAY & ALLOWANCES

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DQ
ACTN-INDCTR	4-5	07
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J.
DEBT-STR	20-25	ENTER IN **YYMMDD** FORMAT. (START DATE MUST MATCH START DATE OF DEBT ON ACCOUNTS RECEIVABLE RECORD.)
DEBT-STP	26-31	ENTER IN **YYMMDD** FORMAT. (STOP DATE MUST MATCH START DATE OF DEBT ON ACCOUNTS RECEIVABLE RECORD.)
AMT-COLL	32-37	GROSS AMOUNT OF ORIGINAL DEBT. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G.,$20.00 = 002000)
DEBT-TYPE-AR	38	ENTER **2.**
APC	39-44	APC FROM THE ORDER.
DEDUCTION-RATE	45	ENTER **2** TO INITIATE BONUS COLLECTION. LEAVE BLANK IF CHANGING BONUS DEBT AMOUNT.
AMOUNT-OF-SPECIFIC-INDEBTEDNESS	46-51	BLANK
CASH-COLLECTION/DEDUCTION/REDUCTION-CODE	52	BLANK (DFAS-IN USE ONLY)
AMOUNT-OF-COLLECTION/REDUCTION	53-58	BLANK (DFAS-IN USE ONLY)
NEW-DEBT	59-64	ENTER NEW DEBT AMOUNT TO CHANGE DEBT AMOUNT. BLANK IF INITIATING BONUS COLLECTION.
SUSPENSION-RSN	65	BLANK (DFAS-IN USE ONLY)
CBPO	66-67	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
ORDER-NUMBER	68-73	ORDER NUMBER
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DQ07 (2)

CHANGE BONUS

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0**.
FID	2-3	DQ
ACTN-INDCTR	4-5	07
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J.
DEBT-STR	20-25	ENTER IN **YYMMDD** FORMAT. (START DATE MUST MATCH START DATE OF DEBT ON ORIGINAL DQ03 TRANSACTION).
DEBT-STP	26-31	ENTER IN **YYMMDD** FORMAT. (STOP DATE MUST MATCH START DATE OF DEBT ON ORIGINAL DQ03 TRANSACTION).
AMT-COLL	32-37	GROSS AMOUNT OF ORIGINAL DEBT. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G., $20.00 = 002000)
DEBT-TYPE-AR	38	ENTER **1**.
APC	39-44	ENTER THE APC. (APC MUST MATCH APC ON THE ACCOUNTS RECEIVABLE FILE).
DEDUCTION-RATE	45	ENTER **2** TO INITIATE BONUS COLLECTION. LEAVE BLANK IF CHANGING BONUS DEBT AMOUNT.
AMOUNT-OF-SPECIFIC-INDEBTEDNESS	46-51	BLANK
CASH-COLLECTION / DEDUCTION / REDUCTION-CODE	52	BLANK (DFAS-IN USE ONLY)
AMOUNT-OF-COLLECTION/ REDUCTION	53-58	BLANK (DFAS-IN USE ONLY)
NEW-DEBT	59-64	ENTER NEW DEBT AMOUNT TO CHANGE DEBT AMOUNT. BLANK IF INITIATING BONUS COLLECTION.
SUSPENSION-RSN	65	BLANK (DFAS-IN USE ONLY)
CBPO	66-67	SITE-ID. (FIRST TWO POSITIONS OF PAS CODE).
ORDER-NUMBER	68-73	BLANK IF DEDUCTION CODE = 1, 2 OR 3. ELSE MUST BE ALPHA/NUMERIC ORDER NUMBER ORDER NUMBER.
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DR03

COLLECT MISCELLANEOUS DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DR
ACTN-INDCTR	4-5	03
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
DEBT-STR	20-25	ENTER IN **YYMMDD** FORMAT. THE DATE THE DEBT OCCURRED.
DEBT-STP	26-31	**YYMMDD.** SAME AS DEBT-STR.
AMT-COLL	32-37	GROSS AMOUNT OF COLLECTION. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000)
DEBT-TYPE-AR	38	ENTER **6** (OTHER)
APC	39-44	ENTER THE APC.
FILLER	45-63	BLANK
COMPONENT-OF-PAY	64-65	COMPONENT OF PAY (SEE APPENDIX G)
CBPO	66-67	SITE-ID. (FIRST TWO POSITIONS OF PAS CODE).
ORDER-NUMBER	68-73	ORDER NUMBER
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DR07

ADJUST MISCELLANEOUS DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DR
ACTN-INDCTR	4-5	07
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J.
DEBT-STR	20-25	**YYMMDD**. MUST MATCH START DATE ON THE ORIGINAL DR03 TRANSACTION.
DEBT-STP	26-31	**YYMMDD**. SAME AS DEBT-STR.
AMT-COLL	32-37	GROSS AMOUNT OF ORIGINAL DEBT. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G., $20.00 = 002000)
DEBT-TYPE-AR	38	ENTER **6** (OTHER)
APC	39-44	MUST MATCH APC ON THE ORIGINAL DR03 TRANSACTION.
DED-CD	45	**1** = DAILY DEDUCTION RATE **2** = COLLECT 2/3 OF PAY, EXCLUDING ALLOWANCES **3** = COLLECT ALL PAY BLANK IF POSITIONS 68-73 CONTAIN DATA.
DEDUCTION-RATE	46-51	IF POSITION 45 = 1, ENTER DAILY DEDUCTION RATE OR ELSE LEAVE BLANK
CASH-COLL-DED	52	BLANK (DFAS-IN USE ONLY)
AMT-COLL-REDCTN	53-58	BLANK (DFAS-IN USE ONLY)
NEW-AMT-SPEC-INDEB	59-64	BLANK (DFAS-IN USE ONLY)
SUSPENSION-RSN	65	BLANK (DFAS-IN USE ONLY)
CBPO	66-67	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
ORDER-NUMBER	68-73	BLANK IF DEDUCTION CODE = 1, 2 OR 3. ELSE MUST EQUAL ALPHA/NUMERIC ORDER NUMBER.
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

* **NOTE**: IF MEMBER IS PERFORMING 4 UTAS PER MONTH AND HAS A REPAY SCHEDULE OF $100 PER MONTH, ENTER 002500 ($25). IF REPAY SCHEDULE IS $50 PER MONTH, ENTER 001250 ($12.50), ETC.

TIN DR09

CANCEL MISCELLANEOUS DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DR
ACTN-INDCTR	4-5	09
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
DEBT-STR	20-25	ENTER IN **YYMMDD** FORMAT. (MUST MATCH THE START DATE ON THE ORIGINAL DR03 TRANSACTION.
DEBT-STP	26-31	**YYMMDD.** SAME AS DEBT-STR.
AMT-COLL	32-37	GROSS AMOUNT OF ORIGINAL DEBT. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G., $20.00 = 002000)
DEBT-TYPE-AR	38	BLANK
APC	39-44	MUST MATCH THE APC ON THE ORIGINAL DR03 TRANSACTION.
FILLER	45-67	BLANK
CBPO	68-69	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
FILLER	70-73	BLANK
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DR03

COLLECT GLDC

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DR
ACTN-INDCTR	4-5	03
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
DEBT-STR	20-25	**YYMMDD.** ENTER DEBT START DATE.
DEBT-STP	26-31	**YYMMDD.** DEBT STOP DATE. SAME AS DEBT-STR.
AMT-COLL	32-37	TOTAL AMOUNT OF INDEBTEDNESS TO BE COLLECTED. ZERO-FILL TO THE LEFT. MUST **NOT** BE SPACES.
DEBT-TYPE-AR	38	ENTER **6** (OTHERS)
APC	39-44	ENTER THE APPROPRIATE GLDC APC.
FILLER	45-63	BLANK
COMPONENT-OF-PAY	64-65	ENTER **MH.**
CBPO	66-67	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
ORDER-NUMBER	68-73	ORDER NUMBER.
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DR07

ADJUST GLDC

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DR
ACTN-INDCTR	4-5	07
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
DEBT-STR	20-25	**YYMMDD**. MUST MATCH DEBT START DATE ON TIN DR03.
DEBT-STP	26-31	**YYMMDD**. SAME AS DEBT-STR.
AMT-COLL	32-37	TOTAL AMOUNT OF ORIGINAL DEBT. ZERO-FILL TO THE LEFT. MUST **NOT** BE SPACES.
DEBT-TYPE-AR	38	ENTER **6** (OTHERS)
APC	39-44	MUST MATCH ORIGINAL APC
DED-CD	45	ENTER **1** (FOR DAILY DEDUCTION)
DEDUCTION-RATE	46-51	ENTER DAILY DEDUCTION RATE.
CASH-COLLECTION / DEDUCTION / REDUCTION CODE	52	BLANK (DFAS-IN USE ONLY)
AMT-COLL-REDCTN	53-58	BLANK (DFAS-IN USE ONLY)
NEW-AMT-SPEC-INDEBT	59-64	BLANK (DFAS-IN USE ONLY)
SUSPENSION-RSN	65	BLANK (DFAS-IN USE ONLY)
CBPO	66-67	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
ORDER-NUMBER	68-73	BLANK, IF DEDUCTION CODE = 1, 2 OR 3 ELSE MUST = ALPHA/NUMERIC ORDER NUMBER.
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DR09

CANCEL GLDC

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DR
ACTN-INDCTR	4-5	09
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
DEBT-STR	20-25	**YYMMDD.** MUST MATCH START DATE OF DEBT ON TIN DR03
DEBT-STP	26-31	**YYMMDD.** DEBT STOP DATE. SAME AS DEBT-STR.
AMT-COLL	32-37	TOTAL AMOUNT OF ORIGINAL DEBT. ZERO-FILL TO THE LEFT. MUST **NOT** BE SPACES.
DEBT-TYPE-AR	38	BLANK
APC	39-44	MUST MATCH ORIGINAL APC CODE.
FILLER	45-67	BLANK
CBPO	68-69	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
FILLER	70-73	BLANK
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DS03

COLLECT MISCELLANEOUS DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DS
ACTN-INDCTR	4-5	03
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J.
DEBT-STR	20-25	**YYMMDD.** THE DATE DEBT OCCURRED.
DEBT-STP	26-31	**YYMMDD.** SAME AS DEBT-STR.
AMT-COLL	32-37	GROSS AMOUNT OF COLLECTION. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000)
DEBT-TYPE-AR	38	ENTER **F** = BASE EXCHANGE **M** = NON-APPROPRIATED FUNDS (EXCEPT PX) **S** = OTHER DOD AGENCY **T** = OTHER NON-DOD AGENCY
CO-CODE-DEBT	39-46	ENTRY MUST MATCH TABLE 50 'D' COMPANY CODE.
FILLER	47-63	BLANK
COMPONENT-OF-PAY	64-65	COMPONENT OF PAY (SEE APPENDIX G)
CBPO	66-67	SITE-ID. (FIRST TWO POSITIONS OF PAS CODE).
FILLER	68-73	BLANK
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DS07

ADJUST MISCELLANEOUS DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DS
ACTN-INDCTR	4-5	07
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE_J.
DEBT-STR	20-25	**YYMMDD**. MUST MATCH START DATE ON THE ORIGINAL DS03 TRANSACTION.
DEBT-STP	26-31	**YYMMDD**. SAME AS DEBT-STR.
AMT-COLL	32-37	GROSS AMOUNT OF ORIGINAL DEBT. ZERO-FILL TO THE LEFT. NO DECIMAL (E.G. $20.00 = 002000)
DEBT-TYPE-AR	38	ENTER **F** = BASE EXCHANGE **M** = NON-APPROPRIATED FUNDS (EXCEPT PX) **S** = OTHER DOD AGENCY **T** = OTHER NON-DOD AGENCY
CO-CODE-DEBT	39-46	MUST MATCH TABLE 50 "D"COMPANY CODE.
DED-CD	47	**1** = DAILY DEDUCTION RATE **2** = COLLECT 2/3 OF PAY, EXCLUDING ALLOWANCES **3** = COLLECT ALL PAY THIS FIELD MAY BE BLANK.
DEDUCTION-RATE	48-53	IF POSITION 47 = 1, ENTER DAILY DEDUCTION RATE. ELSE LEAVE BLANK
CASH-COLL-DED	54	BLANK (DFAS-IN USE ONLY)
AMT-COLL-REDCTN	55-60	BLANK (DFAS-IN USE ONLY)
NEW-AMT-SPEC-INDEB	61-66	BLANK (DFAS-IN USE ONLY)
SUSPENSION-RSN	67	BLANK (DFAS-IN USE ONLY)
CBPO	68-69	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
FILLER	70-73	BLANK
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DV03

SGLI

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DV
ACTN-INDCTR	4-5	03
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
DATE-OVER-PYMT-STARTED	20-25	**YYMMDD**. DATE SGLI DEBT OCCURRED.
DATE-OVER-PYMT-STOPPED	26-31	**YYMMDD**. SAME AS DEBT-STARTED.
AMT-COLL	32-37	TOTAL AMOUNT OF COLLECTION. ZERO-FILL TO THE LEFT. MUST **NOT** BE SPACES.
DEBT-TYPE-AR	38	ENTER **4.**
APC	39-44	**USAR** = 32R098 **ARNG** = 18N122
FILLER	45-46	BLANK
VOU-NO	47-54	ENTER **00000001**
DSSN	55-58	ENTER **5570**
FILLER	59-60	BLANK
PAY-AUTH-CTRL-NUMBER	61-63	ENTER **001**
COMPONENT-OF-PAY	64-65	ENTER **Z5.**
CBPO	66-67	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
ORDER-NUMBER	68-73	ORDER NUMBER
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DV03

COLLECT ADVANCE PAYMENT DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DV
ACTN-INDCTR	4-5	03
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
DEBT-STR	20-25	**YYMMDD**. ADVANCE PAYMENT DATE..
DEBT-STP	26-31	**YYMMDD**. SAME AS DEBT-STR.
AMT-COLL	32-37	GROSS AMOUNT OF COLLECTION. ZERO-FILL TO THE LEFT. MUST **NOT** BE SPACES.
DEBT-TYPE-AR	38	ENTER **4**.
APC	39-44	ENTER THE APC.
FILLER	45-46	BLANK
VOU-NO	47-54	PAYMENT VOUCHER NUMBER.
DSSN	55-58	PAYMENT DSSN
FILLER	59-60	BLANK
PAY-AUTH-CTRL-NUMBER	61-63	LAST THREE DIGITS OF PAYMENT AUTHORIZATION NUMBER.
COMPONENT-OF-PAY	64-65	ENTER **A3**.
CBPO	66-67	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
ORDER-NUMBER	68-73	ORDER NUMBER
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DV07

ADJUST ADVANCE PAYMENT DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DV
ACTN-INDCTR	4-5	07
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
DEBT-STR	20-25	**YYMMDD** MUST MATCH START DATE ON THE ORIGINAL DV03 TRANSACTION.
DEBT-STP	26-31	**YYMMDD**. SAME AS DEBT-STR.
AMT-COLL	32-37	AMOUNT OF ORIGINAL DEBT. ZERO-FILL TO THE LEFT. MUST **NOT** BE SPACES.
DEBT-TYPE-AR	38	ENTER **4**.
APC	39-44	MUST MATCH APC ON THE ORIGINAL DV03 TRANSACTION.
DEDUCTION-RATE	45	ENTER **3** TO COLLECT ALL PAY.
AMOUNT-OF-SPECIFIC-DEDUCTION	46-51	BLANK
CASH-COLL-DED	52	BLANK (DFAS-IN USE ONLY)
AMT-COLL-REDCTN	53-58	BLANK (DFAS-IN USE ONLY)
NEW-AMT-SPEC-INDEBT	59-64	BLANK (DFAS-IN USE ONLY)
SUSPENSION-RSN	65	BLANK (DFAS-IN USE ONLY)
CBPO	66-67	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
ORDER-NUMBER	68-73	BLANK
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DV09

CANCEL ADVANCE PAYMENT DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DV
ACTN-INDCTR	4-5	09
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
DEBT-STR	20-25	**YYMMDD**. MUST MATCH START DATE ON THE ORIGINAL DV03 TRANSACTION.
DEBT-STP	26-31	**YYMMDD**. SAME AS DEBT-STR.
AMT-COLL	32-37	AMOUNT OF ORIGINAL DEBT. ZERO-FILL TO THE LEFT. MUST NOT BE SPACES.
DEBT-TYPE-AR	38	BLANK
APC	39-44	MUST MATCH APC ON THE ORIGINAL DV03 TRANSACTION.
FILLER	45-67	BLANK
CBPO	68-69	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
FILLER	70-73	BLANK
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DW03

COLLECT PARTIAL PAYMENT DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DW
ACTN-INDCTR	4-5	03
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
DEBT-STR	20-25	**YYMMDD**. PARTIAL PAYMENT DATE.
DEBT-STP	26-31	**YYMMDD**. SAME AS DEBT-STR.
AMT-COLL	32-37	GROSS AMOUNT OF COLLECTION. ZERO-FILL TO THE LEFT. NO DECIMAL. (E.G., $20.00 = 002000)
DEBT-TYPE-AR	38	ENTER **5**.
APC	39-44	ENTER THE APC.
FILLER	45-46	BLANK
VOU-NO	47-54	PAYMENT VOUCHER NUMBER
DSSN	55-58	PAYMENT DSSN
FILLER	59-60	BLANK
PAY-AUTH-CTRL-NUMBER	61-63	LAST THREE DIGITS OF PAYMENT AUTHORIZATION NUMBER.
COMPONENT-OF-PAY	64-65	ENTER **A6**.
CBPO	66-67	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
ORDER-NUMBER	68-73	ORDER NUMBER
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DW07

ADJUST PARTIAL PAYMENT DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER 0
FID	2-3	DW
ACTN-INDCTR	4-5	07
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
DEBT-STR	20-25	**YYMMDD**. MUST MATCH START DATE ON THE ORIGINAL DW03 TRANSACTION.
DEBT-STP	26-31	**YYMMDD**. SAME AS DEBT-STR.
AMT-COLL	32-37	AMOUNT OF ORIGINAL DEBT. ZERO-FILL TO THE LEFT. NO DECIMAL. (E.G., $20.00 = 002000).
DEBT-TYPE-AR	38	ENTER **5**.
APC	39-44	MUST MATCH THE APC ON THE ORIGINAL DW03 TRANSACTION.
DEDUCTION-RATE	45	ENTER **3** TO COLLECT ALL PAY.
AMOUNT-OF-SPECIFIC-DEDUCTION	46-51	BLANK
CASH-COLL-DED	52	BLANK (DFAS-IN USE ONLY)
AMT-COLL-REDCTN	53-58	BLANK (DFAS-IN USE ONLY)
NEW-AMT-SPEC-INDEBT	59-64	BLANK (DFAS-IN USE ONLY)
SUSPENSION-RSN	65	BLANK (DFAS-IN USE ONLY)
CBPO	66-67	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
ORDER-NUMBER	68-73	BLANK
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN DW09

CANCEL PARTIAL PAYMENT DEBT

DATA NAME	POSITION	EXPLANATION
TRAIL-ID	1	ENTER **0.**
FID	2-3	DW
ACTN-INDCTR	4-5	09
SSAN	6-14	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	15-19	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
DEBT-STR	20-25	**YYMMDD**. MUST MATCH START DATE ON THE ORIGINAL DW03 TRANSACTION.
DEBT-STP	26-31	**YYMMDD**. SAME AS DEBT-STR.
AMT-COLL	32-37	AMOUNT OF ORIGINAL DEBT. ZERO-FILL TO THE LEFT. NO DECIMAL. (E.G., $20.00 = 002000).
DEBT-TYPE-AR	38	BLANK
APC	39-44	MUST MATCH THE APC ON THE ORIGINAL DW03 TRANSACTION.
FILLER	45-67	BLANK
CBPO	68-69	SITE-ID. (FIRST TWO POSITIONS OF THE PAS CODE).
ORDER-NUMBER	70-73	BLANK
SOURCE-ID	74	ENTER **A.**
FILLER	75-77	BLANK
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN YX1

TOTAL CARD

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
FILLER	2-17	BLANK
ADJ-TYPE	18	ENTER **A** = ADD OR **D** = DELETE.
FILLER	19	BLANK
ADJ-AMOUNT	20-27	ENTER DOLLAR AMOUNT. NO DECIMAL POINT, LEFT ZERO-FILL.
FILLER	28-30	BLANK
VOU-NO	31-36	ENTER 6 CHARACTER VOUCHER NUMBER.
FILLER	37	BLANK
VOU-DATE	38-43	VOUCHER DATE IN **YYMMDD** FORMAT.
FILLER	44	BLANK
APC	45-50	ENTER 01N999, 18N138 OR 22R154.
FILLER	51	BLANK
DSSN	52-55	DISBURSING STATION SYMBOL NUMBER.
FILLER	56-64	BLANK
INPUT-SITE-ID	65-66	TWO CHARACTER SITE IDENTIFICATION.
FILLER	67-74	BLANK
TIN	75-77	ENTER YX1
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN 020

CHANGE NUMBER UTA AUTHORIZED

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
UTA-AUTH-CFY	16-17	THE ADJUSTED NUMBER OF DRILLS AUTHORIZED BETWEEN 00 AND 99.
FISCAL-YEAR	18-19	THE FISCAL YEAR BEING ADJUSTED.
TYPE-PERF	20-21	THE DRILL TYPE TO BE ADJUSTED: **11** - UTA/MUTA/RST **31** - AFTP31 **41** - ATA **42** - UTA-(DJMS Proficiency) **51** - AAUTA **61** - AANT **71** - RMA-(Training Prep) **81** - ATA-(Indiv Use) **82** - Other MCOFT **91** - RMA **NOTE** - DRILL LIMITATIONS FOR ET, DRILL TYPE 21 CANNOT BE CHANGED.
FILLER	22-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. SEE APPENDIX E. FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMAAND FOR NON-PRIOR SERVICE MEMBERS. **BN** = IMA
TIN	75-77	020
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN 102

SSAN CHANGE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
SSAN-NEW	16-24	THE NEW SOCIAL SECURITY ACCOUNT NUMBER.
FILLER	25-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. SEE APPENDIX E. FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = IMA
TIN	75-77	102
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN 104

NAME CHANGE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
NAME-NEW	16-42	MEMBER'S CORRECT NAME: LAST, FIRST AND MIDDLE INITIAL. INCLUDE JR., SR., II ETC., **NOTE:** USE SAME FORMAT REFERENCED ABOVE.
FILLER	43-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. SEE APPENDIX E. FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = IMA
TIN	75-77	104
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN 106

PAY DATE CHANGE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
PAY-DATE	16-21	NEW PAY DATE IN **YYMMDD** FORMAT.
FILLER	22-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. SEE APPENDIX E. FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA USE **AN** FOR NON-PRIOR SERVICE MEMBERS.
TIN	75-77	106
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN 113

PROMOTE OR REDUCE GRADE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
GRADE	16-17	ENTER THE NEW PAY GRADE: 01 - 10 = Officer 21 - 25 = Warrant Officer 31 - 39 = Enlisted
FILLER	18-58	BLANK
EDG	59-64	**YYMMDD.** ENTER THE EFFECTIVE DATE OF GRADE.
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. SEE APPENDIX E. FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA USE **AN** FOR NON-PRIOR SERVICE MEMBERS.
TIN	75-77	113
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN 114

REPORT/CHANGE TFO/ASED

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
OSD	16-21	**YYMMDD.** CORRECT THE OFFICER SERVICE DATE.
FILLER	22-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. SEE APPENDIX E. FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA USE **AN** FOR NON-PRIOR SERVICE MEMBERS.
TIN	75-77	114
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN 115

AVIATION SERVICE DATE CHANGE

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
ASD	16-21	**YYMMD.** CORRECT THE AVIATION SERVICE DATE.
FILLER	22-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. SEE APPENDIX E. FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA USE **AN** FOR NON-PRIOR SERVICE MEMBERS.
TIN	75-77	115
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN 900

SEPARATION

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
FILLER	16-58	BLANK
DOS	59-64	**YYMMDD.** THE EFFECTIVE DATE OF SEPARATION.
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. SEE APPENDIX E. FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA **BN** = IMA USE **AN** FOR NON-PRIOR SERVICE MEMBERS.
TIN	75-77	900
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN 975

CANCEL MOBILIZATION

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
PR-EFF-DT-MOB	16-21	**YYMMDD.** ENTER VALID EFFECTIVE DATE OF PENDING MOBILIZATION TO BE CANCELED. **NOTE:** CANNOT BE LESS THAN CURRENT DATE.
REA-MBR-NOT-MOB	22-23	REASON TO CANCEL MEMBER'S PENDING MOBILIZATION. MUST BE NUMERIC 1 - 30. **01** - IN HIGH SCHOOL **02** - UNDERGRADUATE OR GRADUATE STUDIES **03** - GRADUATE STUDIES (MEDICAL) **04** - PREPARING FOR MINISTRY **05** - ND PROMOTION FAILURE (OFFICER) **06** - OFFICER <90 DAYS FROM MRD **07** - ENLISTED <180 DAYS FROM MRD **08** - EXTREME PERSONAL HARDSHIP **09** - EXTREME COMMUNITY HARDSHIP **10** - PHYSICAL DISQUALIFICATION **11** - EXCESS TO UNIT **12** - ART ASSIGNED TO HOLDING DETACHMENT **13** - TRANS. TO STANDBY RESERVE **14** - AD APPLICATION PENDING **15** - MACOM OPTION (IMA) **NOTE:** 16 - 30: RESERVED FOR FUTURE USE
FILLER	24-54	BLANK
	55-56	SYSTEM GENERATED
PAS: SITE-ID (or CBPO) UIC	57-58 59-64	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
INPUT SITE ID	65-72	PAS CODE OF SITE PROCESSING INPUT
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMAAND FOR NON-PRIOR SERVICE MEMBERS. **BN** = IMA
TIN	75-77	975
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

NOTE: MOBILIZATION TINs 975, 976, 977, and 978 are not currently used.

TIN 976

CHANGE MOBILIZATION DATES

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
PR-EFF-DT-MOB	16-21	**YYMMDD.** ENTER VALID EFFECTIVE DATE OF MOB (TIN 977). CANNOT BE LESS THAN CURRENT DATE.
SEX-SVC-MBR	22	MEMBER'S SEX. MUST BE; **M** **F** OR BLANK. **NOTE:** IF BLANK, M WILL PASS TO DJMS-AC MMPA.
FILLER	23-44	BLANK
NEW-EFF-DT-MOB	45-50	**YYMMDD.** ENTER EFFECTIVE DATE OF MOBILIZATION. **NOTE:** CANNOT BE GREATER THAN CURRENT DATE PLUS 90 DAYS.
FILLER	51-56	BLANK
AD-PAS	57-64	ENTER THE ACTIVE DUTY PAS CODE.
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA AND FOR NON-PRIOR SERVICE MEBERS. **BN** = IMA
TIN	75-77	976
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN 977

MOBILIZATION

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
EFF-DT-MOB	16-21	**YYMMDD.** VALID EFFECTIVE DATE OF MOBILIZATION. **NOTE:** CANNOT BE GREATER THAN CURRENT DATE PLUS 90 DAYS.
CURRENT-GRADE	22-23	MEMBER'S CURRENT GRADE. MUST BE UNSIGNED NUMERIC.
SEX-SVC-MBR	24	MEMBER'S SEX. MUST BE; **M** **F** OR BLANK. **NOTE:** IF BLANK, M WILL PASS TO DJMS-AC MMPA.
FILLER	25-52	BLANK
MOB-DSSN	53-56	DSSN OF THE SERVICING FAO AT THE ACTIVE DUTY SITE.
AD-PAS	57-64	ENTER THE ACTIVE DUTY PAS CODE.
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA AND FOR NON-PRIOR SERVICE MEBERS. **BN** = IMA
TIN	75-77	977
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

TIN 978

DEMOBILIZATION

DATA NAME	POSITION	EXPLANATION
TRAN-ID	1	ENTER **A.**
SSAN	2-10	MEMBER'S SOCIAL SECURITY ACCOUNT NUMBER.
NAME-ID	11-15	**FIRST 5** POSITIONS OF MEMBER'S LAST NAME. IF LESS THAN FOUR POSITIONS, SKIP A SPACE, AND BEGIN FIRST NAME; E.G., DOE, JOHN = DOE J.
EFF-DT-MOB	16-21	**YYMMDD.** VALID EFFECTIVE DATE OF MOBILIZATION.
SEPARATION-DATE	22-27	**YYMMDD.** VALID EFFECTIVE DATE OF DEMOBILIZATION.
ACTION-CODE	28	**D** = SEPARATION **M** = CHANGE **N** = DEATH
SEPARATION-DESIGNATION-CODE	29-31	THREE DIGIT ALPHA-NUMERIC CODE. FROM THE **TV** OR **N7** LINE OF THE DJMS-AC MMPA.
SGLI OPTION	32	ONE DIGIT ALPHA-NUMERIC CODE. FROM THE DJMS-AC MMPA.
FILLER	33-64	BLANK
PAS: SITE-ID (or CBPO) UIC	65-66 67-72	THE TWO POSITION SITE-ID, AND THE SIX POSITION UNIT IDENTIFICATION CODE.
ST-PGMA	73-74	FOR ARNG, ENTER THE STATE TAX CODE. (REFERENCE APPENDIX E) FOR USAR, THE PAY GROUP: **AN** = TPU AND ITT, OTHER THAN IMA AND FOR NON-PRIOR SERVICE MEMBERS. **BN** = IMA
TIN	75-77	978
SUBMISSION-DAY	78-80	JULIAN DATE OF SUBMISSION

Appendix I - Part 1

DJMS-RC
5-YEAR TAX HISTORY

USERS GUIDE
FOR
INQUIRIES
AND
REISSUES

Version 2.0
Effective Date: December 16, 1998

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APPENDIX I

PART 1

DJMS FIVE YEAR TAX HISTORY SYSTEM
CICS ON-LINE APPLICATION
USERS GUIDE FOR INQUIRIES AND REISSUES

VERSION 2.0

1.1 **INTRODUCTION**

1.1.1 The 5-YEAR TAX HISTORY (5YR) System is an on-line system providing an efficient means to reissue Treasury Department (TD) Forms W-2 and W-2c, both at local finance offices and at central site, and the original issuance of TD Forms W-2c. Accessible through CICS, the 5YR system has a variety of options available for inquiry, reproduction, and update of wage and tax statements.

1.1.2 The data file will contain wages and deductions for Federal, Social Security, Medicare and state (if applicable), for current calendar year minus 1, plus the 4 immediately preceding calendar years. Currently, locality tax data is not available, but may be added in the future. Inquiries and reissues can be accomplished for the current calendar year minus 1, plus the 4 immediately preceding calendar years only. The 6th and 7th (if applicable) previous calendar years will be available for batch inquiry only (PCN UH099C203). Records within the file will be for active duty (which includes separated members, cadets, and Navy midshipmen) and reserve (which includes guard/reserve, ROTC, and HPIP) members.

1.1.3 The system updates daily in conjunction with the DJMS-AC update. If there is no DJMS-AC update, there will not be a 5YR update. For active duty (which includes cadets and first year separated) accounts, a member's file can be updated two ways. One is by mechanical change records created through the DJMS-AC update, such as FN05 transactions to update wages, FR05 transactions to correct YTD taxable wages (moving from one year to another), LF04 and SC04 transactions to update the address, or LC04 and LG04 transactions to update the ADSN and PACIDN/ORG/UIC, respectively. The other is by on-line changes which can only be made in certain instances, only by authorized personnel at central site, and only done for 2nd through 5th prior year accounts (except for SSAN, NAME, and PENSION PLAN changes for 1st prior year active duty accounts). For guard/reserve accounts, all changes must be made through the on-line option at central site.

1.1.4 Central site reissue requests will be printed on a daily basis. Issuance of an original TD Form W-2c from a change made to a member's account will be as requested by the responsible office at

central site. During the peak tax season, each service may establish its own priority for printing. Refer to your point of contact at central site for a print schedule.

1.1.5 Instructions to access subsequent screens by using Program Function (PF) keys are provided at the bottom of each screen. See Figure 1-2 for complete descriptions of <PF> key functions. Edit and informational messages are also provided at the bottom of the screens to alert the user of an error or of any particular condition that may exist with the requested record. Figure 1-3 is a list of all Information/Edit messages. On-line HELP is available through the use of HELP screens when use of the screen is not obvious for all functions. Extensive use of HELP screens allows the user to get immediate answers to questions without leaving the work station to retrieve a manual.

1.1.6 This guide assumes users are familiar with sign-on procedures to the mainframe computer and have access to CICS programs. Additionally, some familiarity with computer systems and personal computers is assumed as <PF> keys differ from one terminal to another. Users should be familiar with function keys on their individual machines.

1.2 **ACCESS TO THE SYSTEM**

1.2.1 Access to the 5YR system is controlled within the user's security profile. Each user is assigned an access level based on where the user is located (local finance office or central site), and the access that user's position requires.

1.2.2 The following are procedures for signing on to the system for local finance office access:

(1) Sign on to CICS.

(2) At the next screen, type the appropriate transaction identification code (Tran ID) you are authorized to use and press <Enter>. The following are the Tran ID codes and the options associated with each:

(a) **JLAA** - Option 1, 2, and 3. This access is for all users worldwide, including central site military pay operations. Reissues requests using this access defaults to local reissue.

(b) **JLCA** - Option 1, 2, 3 and 4. This access is designed for use by those Navy field sites that do not have local reissue capability. Reissue requests using this access default to central site. Currently Navy field sites are not using this option.

(c) **JLAZ** - All users will have access to this code. This Tran ID is used for data recovery purposes only.

(3) All Tran IDs have the X - EXIT option.

NOTE: An explanation of these Tran ID codes and options relating to each are described in detail further in this document.

(4) HELP screens are available for each option and field within each option. To access the HELP screen, place the cursor at the beginning of a field and press ALT/1 (or the <PF1> key or SHIFT <PF1>, depending on your system). HELP screens provide information about the option or all authorized entries for the particular field in question. To return to the 5YR screen from any HELP screen, press the CLR (or F2 or Pause/Break) key, depending on your system.

1.3 PROCEDURES FOR USE

1.3.1 All local finance offices and most central site users may access the 5YR via Tran ID JLAA. When entered, the following menu is displayed:

```
                5-YEAR TAX HISTORY MAIN MENU                    JLAA

                     ENTER  REQUEST:
                        1 - INQUIRY
                        2 - REISSUE
                        3 - MAILING HISTORY

                        X - EXIT

   KEYS:  <ENTER>: CONTINUE      <PF1>: HELP       <PF3>: EXIT
```

Upon entering this screen, the cursor is sitting in the ENTER REQUEST field. Key in the desired option and press <ENTER>. If the message **5-YEAR TAX HISTORY UNAVAILABLE - UPDATE IN PROGRESS** appears at the bottom of the screen, the system is unavailable. When you see this message, sign off and try again later.

1.3.2 Navy local finance offices that do not have access to the Offline Control Reporting System will access the 5YR via Tran ID JLCA. When entered, the following menu is displayed:

```
                    5-YEAR TAX HISTORY MAIN MENU                JLCA

                              ENTER REQUEST:
                                 1 - INQUIRY
                                 2 - REISSUE
                                 3 - MAILING HISTORY
                                 4 - CORRECTION

                                 X - EXIT

    KEYS:  <ENTER>: CONTINUE      <PF1>:HELP      <PF3>: EXIT
```

JLCA gives the same options as JLAA, except that Correction is added. Corrections are discussed in the Central Site Users Manual. This Tran ID was originally opened for those Navy sites, including Annapolis, which did not have local reissue capability, therefore the default was Central Site Reissue. This Tran ID will probably be disabled in the future.

1.3.3 Available options within 5YR:

(1) Option 1 - INQUIRY: This option allows inquiry to a member's record of Federal wages and taxes. State taxable wages and deductions are provided on subsequent screen(s) within this option, if applicable. The following applicable screen is displayed when entering this option from either the JLAA or JLCA Main Menu:

From JLAA Main Menu:

```
              5-YEAR TAX HISTORY INQUIRY (FEDERAL)              JLAB

SSAN (OR CMD):          YEAR OF REQUEST:   SERVICE -> BRANCH: COMP:
(X-EXIT, S-STATE, N-NEXT, P-PREV, R-REISSUE)
PRINT:     NAME:
                 (FOR PRINT)

           NAME:
        ADDRESS:

       FEDERAL WAGES:                      SOCIAL SECURITY WAGES:
      FEDERAL DEDUCT:                     SOCIAL SECURITY DEDUCT:
      MEDICARE WAGES:
     MEDICARE DEDUCT:
ADVANCED EIC PAYMENT:                            NON TAXABLE EIC:
        PENSION PLAN:                             SERVICING ADSN:

KEYS:<ENTER>:CONT. <PF1>:HELP <PF2>:REISSUE <PF3>:EXIT <PF5>:STATE
         <PF6>:CANCEL  <PF7>:PREV  <PF8>:NEXT  <PF9>:PRINT
```

From JLCA Main Menu:

```
              5-YEAR TAX HISTORY INQUIRY (FEDERAL)            JLCB

SSAN (OR CMD):      YEAR OF REQUEST:    SERVICE -> BRANCH:    COMP:
(X-EXIT, S-STATE, N-NEXT, P-PREV)

           NAME:
        ADDRESS:

       FEDERAL WAGES:                     SOCIAL SECURITY WAGES:
      FEDERAL DEDUCT:                    SOCIAL SECURITY DEDUCT:
      MEDICARE WAGES:
     MEDICARE DEDUCT:
ADVANCED EIC PAYMENT:                            NON TAXABLE EIC:
        PENSION PLAN:                             SERVICING ADSN:

KEYS:  <ENTER>: CONT.   <PF1>: HELP   <PF3>: EXIT   <PF5>: STATE
        <PF6>: CANCEL   <PF7>  PREV   <PF8>: NEXT
```

(a) Upon entering this screen, the cursor appears in the SSAN (OR CMD) field. To make an inquiry, enter the SSAN, YEAR OF REQUEST, SERVICE BRANCH, COMPONENT, and press <ENTER>. See Figure 1-1 for appropriate SERVICE BRANCH and COMPONENT codes. The screen above will now display the most current applicable Federal tax information. If the inquiry is being made for a 6th and 7th prior year account (when those years are available), refer to paragraph 1.3.3,1,h. No information will appear on the screen for the 6th and 7th prior year accounts.

(b) When an account contains more than 1 tax record (processed tax changes) on file, the following messages will appear near the bottom of the screen:

***** THIS RECORD WAS CHANGED ON XX/XX/XX BY (USERID) *****
***** THIS MEMBER HAS CORRECTIONS - THERE ARE ADDITIONAL RECORDS *****

(c) These changes can be viewed by typing "N" for Next or "P" for Previous in the SSAN (OR CMD) field, or by using the <PF7> (Previous) or <PF8> (Next) keys. Changes will be viewed in descending order by processing date. If the TD Form W-2c has not been issued for the change appearing on the screen, the following message will be displayed:

*****CENTRAL SITE ISSUE PENDING*****

(d) After viewing Federal tax information, the user may select STATE information by entering an “S” in the SSAN (OR CMD) field or pressing the <PF5> key. See Figure 1-2 for a complete list of PF key descriptions. The following screen will be displayed:

```
                5-YEAR TAX HISTORY INQUIRY (STATE)            JLAC

    NEXT FUNCTION:      SSAN:                      YEAR OF REQUEST:
 (X-RETURN TO FED, L-LOCAL, N-NEXT STATE, P-PREV STATE)

                            STATE:

                        STATE WAGES:
                       STATE DEDUCT:


   KEYS: <ENTER>:CONT. <PF1>:HELP   <PF3>:EXIT  <PF5>: LOCALITY
           <PF6>:CANCEL <PF7>:PREV STATE <PF8>:NEXT STATE
```

(e) Members having more than 1 state tax record will have the following message displayed:

*****THERE ARE MULTIPLE STATE ENTRIES FOR THIS MEMBER*****

(f) The additional state records may be viewed by typing "N" for Next or "P" for Previous in the NEXT FUNCTION field, or by using the <PF7> (Previous) or <PF8> (Next) keys.

(g) The 5YR Inquiry Report (NOTE: not applicable to Trans ID JLCA), product control number (PCN) UH099C203, can be requested. When first entering the INQUIRY option, enter data as indicated in paragraph 1.3.3,1,a. above, but DO NOT press <ENTER>. Enter a "P" or "Y" in the PRINT field and press <ENTER>, or press <PF9> without entering the "P" or "Y". The report will be printed on the on-line printer assigned to the user's terminal or PC.
NOTE: You must ensure your printer has been set to compressed printing, 17 characters per inch when using a dot matrix printer and 8 1/2" x 11" paper. You can set a laser printer for landscape printing instead of compressing the print in most cases. Some laser printers may require compressing of the print as well.

(h) Enter data as indicated in 1.3.3,1,a when requesting an inquiry for a 6th and 7th prior year account (when available).

however, **do not** press <ENTER>. Enter a "P" or "Y" in the PRINT field, some identifying remark in the NAME field (i.e., **your ADSN**), and press <ENTER>. This will initiate a request for a 5YR Inquiry report, PCN UH099C203 (203 report), that will be processed with the next daily update. The wage/deduction information for the "extra" two years will not appear on screen. (or any other action processed against these accounts, i.e., reissues, corrections, etc.) The following message will appear on your screen:

INQUIRY INFO FOR SSAN xxxxxxxxx YR xxxx UNAVAILABLE FOR SCREEN ACCESS
*****PRINT REQUEST WILL BE PROCESSED WITH NEXT BATCH UPDATE*****

If there is no data available for the year requested, a 203 report will print with the next batch update indicating there is no data available for that Social Security number and year.

(i) The above referenced report will be printed at central site only if request is for either a 6th or 7th prior year. Therefore, it is imperative that some type of identifying information be provided in the NAME field in order to route the requested report to the correct user. If the request is being made by the local finance office, the information input within the NAME field should be as specific as possible to ensure accurate distribution from central site. Some examples are ADSN/DSSN, base/fort name, etc.

(j) A reissue request can be processed from the INQUIRY option (Trans ID JLAA only). After you enter the required data and receive Federal tax information, enter an "R" in the SSAN (OR CMD) field (or press <PF2>) and press <ENTER>. You will be transferred to Option 2 - REISSUE. See paragraph 1.3.3,2 for additional information.

(k) To continue additional inquiries, repeat the procedures above, or, exit the MAIN MENU by entering an "X" in the SSAN (OR CMD) field, or by pressing the <PF3> key.

(2) Option 2 - REISSUE: This option allows printing of a duplicate TD Form W-2 and any applicable TD Form W-2c for a member. Only tax years currently residing within the 5YR system can be requested using this option. When you request a reissue, you will receive the original TD Form W-2 and all TD Forms W-2c records on file for the year requested. The following applicable screen is displayed upon entering this option from either the JLAA or JLCA Main Menu:

From JLAA Main Menu:

```
                 5-YEAR TAX HISTORY REISSUE                    JLAE

 SSAN (OR CMD):      YEAR OF REQUEST:   SERVICE -> BRANCH:  COMP:
      (X-EXIT)


        NAME:

ADDRESS TYPE:
  (1-DOMESTIC,2-FOREIGN,3-APO,4-FPO,5-PACIDN,)
  (6-ANNAPOLIS,9-IN CARE OF)                        (7-NAVY)
          ADDRESS:                            UIC:        DIST CD:
                                              CLK CD:


NOTE - ENTER DESIRED SSAN, YEAR, BRANCH AND COMPONENT OF MEMBER FOR
     REISSUE

KEYS:  <ENTER>: CONT. <PF1>: HELP <PF2>: INQUIRY <PF3>: EXIT
     <PF5>: CENTRAL SITE REISSUE (DEFAULT IS LOCAL) <PF6>: CANCEL
```

From JLCA Main Menu

```
                 5-YEAR TAX HISTORY REISSUE                    JLCC

 SSAN (OR CMD):      YEAR OF REQUEST:   SERVICE -> BRANCH:  COMP:
      (X-EXIT)


        NAME:

ADDRESS TYPE:      ( 1-DOMESTIC, 2-FOREIGN, 3-APO, 4-FPO, 5-PACIDN,
                     6-ANNAPOLIS, 9-IN CARE OF)
                                                        (7-NAVY)
          ADDRESS:                            UIC:        DIST CD:
                                              CLK CD:

NOTE - ENTER DESIRED SSAN, YEAR, BRANCH AND COMPONENT OF MEMBER FOR
       REISSUE

KEYS: <ENTER>:CONT <PF1>:HELP <PF2>:INQUIRY <PF3>:EXIT <PF6>:CANCEL
```

a. Enter the SSAN, YEAR OF REQUEST, SERVICE BRANCH and COMPONENT to initiate the reissue request. See Figure 1-1 for a

list of acceptable SERVICE BRANCH and COMPONENT codes. The following screen is displayed once required information has been entered:

From JLAA Main Menu

```
                  5-YEAR TAX HISTORY REISSUE                  JLAE

     SSAN (OR CMD):     YEAR OF REQUEST:   SERVICE -> BRANCH: COMP:
          (X-EXIT)
     TEMPORARY:   CENTRAL SITE:

             NAME:

     ADDRESS TYPE:
       (1-DOMESTIC,2-FOREIGN,3-APO,4-FPO,5-PACIDN,)
       (6-ANNAPOLIS,9-IN CARE OF)                   (7-NAVY)
          ADDRESS:                            UIC:        DIST CD:
                                              CLK CD:

NOTE - IF TEMPORARY NAME OR ADDRESS, ENTER N FOR NAME OR A FOR
ADDRESS OR B FOR BOTH OR SPACE FILL TO SEND AS DISPLAYED
DEFAULT IS LOCAL REISSUE - ENTER Y ABOVE OR PRESS PF5 FOR CENTRAL
SITE REISSUE
KEYS:  <ENTER>: CONT. <PF1>: HELP <PF2>: INQUIRY <PF3>: EXIT
    <PF5>: CENTRAL SITE REISSUE (DEFAULT IS LOCAL) <PF6>: CANCEL
```

From JLCA Main Menu

```
                    5-YEAR TAX HISTORY REISSUE                JLCC

     SSAN (OR CMD):     YEAR OF REQUEST:   SERVICE -> BRANCH: COMP:
          (X-EXIT)
     TEMPORARY:

             NAME:

     ADDRESS TYPE: ( 1-DOMESTIC, 2-FOREIGN, 3-APO, 4-FPO, 5-PACIDN,
                     6-ANNAPOLIS, 9-IN CARE OF)
                                                          (7-NAVY)
          ADDRESS:                            UIC:        DIST CD:
                                              CLK CD:

NOTE - IF TEMPORARY NAME OR ADDRESS, ENTER N FOR NAME OR A FOR
ADDRESS OR B FOR BOTH OR SPACE FILL TO SEND AS DISPLAYED

KEYS: <ENTER>:CONT <PF1>:HELP <PF2>:INQUIRY <PF3>:EXIT <PF6>:CANCEL
```

NOTE: If entering 5YR via Trans ID JLAA, you may also access this screen directly from the Inquiry screen by entering "R" in the SSAN field or using <PF2>. If you accessed from the inquiry screen, this information will already be present. To get back to the Inquiry screen, press <PF2>.

(b) You can change name and/or address of the person receiving the W-2. To change the name, enter "N" in the Temporary field. To change the address, enter an "A". To change both, enter a "B". Remember! When you change the name, you are changing the member's name that will appear on the TD Forms W-2 and W-2c.
Note: This is a one-time change to the W-2. It does not update the JLES address file or 5YR record. If no name or address change is desired, space through this field.

(c) Reissues, by default, are produced for local printing *(NOTE: Not applicable to JLCA. Only central site printing is available to JLCA)).* If you want central site to process the reissue, enter a "Y" in the CENTRAL SITE field or press <PF5>. The reissued TD Form W-2, and any corresponding TD Forms W-2c, will be mailed to either the address contained on the 5YR system or the temporary address entered on the request screen (when "A" was entered in the TEMPORARY field). When using the central site option, ensure the complete street address, including zip code, is entered. Otherwise, the post office return undelivered.

(d) If you indicated a temporary name and/or address change, the cursor moves to the NAME or ADDRESS TYPE field. In accordance with your request, the screen will prompt you with one or both of the following messages:

OVERTYPE NAME WITH TEMPORARY NAME FOR THIS W2 ISSUE ONLY
OVERTYPE ADDRESS WITH TEMPORARY ADDRESS FOR THIS W2 ISSUE ONLY

(e) After making the desired temporary changes, press <ENTER>. The screen indicated in paragraph 1.3.3,2,a will be provided with one of the following messages:

(1) If requesting central site reissues:

"NOTE - ENTER DESIRED SSAN, YEAR, BRANCH AND COMPONENT OF MEMBER FOR REISSUE. CENTRAL SITE REISSUE FOR SSAN xxxxxxxxx WAS PROCESSED."

(2) If requesting local reissue prints:

"BE SURE YOU HAVE SWITCHED TO YOUR HARD DRIVE FOR DOWNLOAD OF DATA. DOWNLOAD WILL OCCUR DURING EXIT FROM MAIN MENU. PRESS ENTER."

(f) If requesting central site reissues, continue requests for additional central site reissues or exit to MAIN MENU. Do not

mix requests for central site reissues with requests for local reissues.

(g) If requesting local reissue prints, you must redirect transmission to your computer's hard drive before you end the reissue session.

REMINDER: You must redirect the transmission to your computers hard drive before you end the REISSUE session. Procedures to redirect to your hard drive depends on what type communication software your are using (DFT/SNACOM, DynaCom/Elite TN 3270, DynaCom/Elite GATEWAY, etc.)

(h) The redirect process to your hard drive for **DFT/SNACOM** users follows:

(1) Press the Control/P key. The **IRMA remote** redirect screen is displayed. The **READY** field should be highlighted. If not, check your printer.

(2) Press the F1 key. The **HOLD PRINT** field below READY is highlighted.

(3) Press the ALT/T key. Here you are redirecting the MILPAY OFFLINE file to your hard drive. Answer the questions and perform the following as indicated for (A) - Army, (F) - Air Force:

(a) Output file name - C:\MILPAY\PRNTER02.DAT <ENTER>
(b) Append to existing file? N (A & F) <ENTER>
(c) Print while waiting to file? N (A & F) <ENTER>
(d) Checkpoint the output file between
1. Local copies? Y (A) N (F) <ENTER>
2. Brackets? Y (A) N (F) <ENTER>
3. Binds? Y (A) N (F) <ENTER>

(4) Press the F1 key to disengage the **HOLD PRINT**.
(5) Press the Control/O key to return to the 5YR screen.

(i) For users with **IRMACOM**, the following process will redirect to your hard drive:

(1) Press the SHIFT key and F1 simultaneously.
(2) Press F7.
(3) Press F1.
(4) Press F10.
(5) Press F10.

(j) For users with **DynaComm/Elite TN3270**:

(1) Hold down your ALT key and press the TAB key until the NSLP:IDLE box appears. If the NS/LPD box does not appear

continue to press the TAB key until the PROGRAM MANAGER box appears and then release the ALT Key. At the Program Manager Screen, using your mouse click on the appropriate ICON for NS/LPD.

(2) Once NS/LPD has been selected, the NS/LPD screen will appear. Use your mouse to click on "File" or press the letter “F”.

(3) A pop up screen will appear, with the mouse click on QUEUE SETUP or press the letter “Q”.

(4) Once Queue Setup is selected the Queue Setup screen will appear.

(5) By using your mouse click on Edit or press the letter “E”. Once Edit is selected the Print Queue Configuration Screen will appear.

(6) To redirect your output to your hard drive, use your mouse and click on "Disk".

(7) Use your mouse and click in the box located under the Destination Directory file. In this box enter the Drive, Directory (i.e., C:\MILPAY). If you are downloading to a floppy diskette, enter the appropriate drive only (i.e., A: or B:).

(8) Use your mouse and click in the box located under the Base File Name field. In this box enter PRNTER02.

(9) After entering your file name, use your mouse and click on "Create New Files for Each Job" and "Increment File Extension". With these areas checked DynaCommm/Elite will create an extension of 000 and increment it every time a new file is downloaded to the specified Base File Name (i.e., PRNTER02.001). Offline Reporting will pick up the **first** PRNTER02 file located in your MILPAY directory.

(10) Use your mouse to click on OK to return to the Queue Setup Screen.

(11) Use your mouse and click on OK to return to the NS/LDP screen.

(12) At this point hold down your ALT key and press the TAB key until the DynaCommm/Elite ICON appears. When the ALT key is released you will be return to the 5YR screen in DJMS.

(k) For users with **DynaComm/Elite GATEWAY**, the following process will redirect to your hard drive:

(1) Using your mouse, click on the “NEXT WINDOW” icon. This will take you to the Printer Set Up screen displaying fields

for the LINK STATUS, SESSION STATUS, PRINTING STATUS, AND CHARACTERS.

(2) Click on “SETUP” at the bottom of your screen. This will take you to the Printer Session screen.

(3) Click on “FILE” in the Print Designation box and enter the Drive, Directory, and file name (i.e. **C:\MILPAY\PRNTER02).** Dynacomm/Elite Gateway will create an extension of 000 and increment it every time a new file is downloaded to the specified file name (i.e. PRNTER02.001). Offline Reporting will pick up the **first** PRNTER02 file located in your MILPAY directory.

(4) Click on “CREATE NEW FILE” in the Print To File Option box.

(5) Click on “OK”. This will return you to the Printer Set Up screen.

(6) Click on the “NEXT WINDOW” icon. This will return you back to the 5YR screen in DJMS.

(l) Upon returning to the screen received with the message advising you to redirect to your hard drive, press <ENTER>. The screen in 1.3.3,2,a is displayed with the following message at the bottom:

NOTE - ENTER DESIRED SSAN, YEAR, BRANCH AND COMPONENT OF MEMBER FOR REISSUE REMOTE SITE REISSUE FOR SSAN xxxxxxxxx WAS PROCESSED

(m) Either continue with local reissue requests or exit to the MAIN MENU. You will received a message asking if you did redirect.

(3) Option 3 - MAIL HISTORY: This option provides processing information on reissued TD Forms W-2 and W-2c, and the original issuance of TD Forms W-2c from an update. This option is only accessible from the MAIN MENU. The following screen is displayed upon entering this option:

```
              5-YEAR TAX MAILING HISTORY                    JLAF

SSAN (OR CMD):      YEAR OF REQUEST:    SERVICE -> BRANCH:  COMP:

         NAME:
      ADDRESS:



KEYS:  <ENTER>:  CONT.    <PF1>:  HELP       <PF3>:  EXIT
       <PF6>:  CANCEL   <PF7>: PREV RECORD   <PF8>:  NEXT RECORD
```

(a) After entering the required information (SSAN, YEAR OF REQUEST, SERVICE BRANCH and COMPONENT), the above screen will be displayed with the name and address where the most recent statement was mailed, the date requested for local reissues (date processed for central site) or date corrected, and the USERID of the person making the correction or local reissue request. The USERID does not appear for central site reissues.

(b) If more than one statement was mailed or corrected, you can view the others by pressing the appropriate keys;
<PF7> Previous or <PF8> Next.

(c) You can continue entering requests or exit to the MAIN MENU. The “X” in the SSAN (OR CMD) field does not work within this function. Press <PF3> to exit.

(4) OPTION X - EXIT: This option allows exiting from the 5YR. Enter “X” in the ENTER REQUEST field.

(a) The following message will be displayed on your screen when exiting all options except when you have been requesting local reissues:

***** 5 YEAR TAX HISTORY SESSION ENDED *****

(b) If you are ending a session for local reissue requests, proper exiting procedures will automatically execute the downloading of data to your hard drive. The following screen will be displayed upon exiting Option 2 - REISSUE with this message:

```
                 5-YEAR TAX HISTORY MAIN MENU              JLAA

                     ENTER REQUEST: X
                       1 - INQUIRY
                       2 - REISSUE
                       3 - MAILING HISTORY


                     X - EXIT

    * ARE YOU SWITCHED TO YOUR HARD DRIVE FOR DOWNLOAD? *
    ENTER YES WHEN YOU HAVE SWITCHED TO YOUR HARD DRIVE

    KEYS:  <ENTER>: CONTINUE      <PF1>: HELP      <PF3>: EXIT
```

(c) You can not exit the system until you answer YES to the question presented above. **Do not answer YES unless you have redirected to your hard drive for downloading as referenced in paragraph 1.3.3,2,h - k (as applicable).** A HELP screen is available with instructions for switching to your hard drive. Place the cursor in the field to answer the question and press ALT/1, or <PF1>, or Shift <PF1>. To return to the 5YR screen from any help screen, press the CLR (or F2 or PAUSE/BREAK) key depending upon your system. If you erroneously answer YES and haven't redirected, all will not be lost. See paragraph 1.3.6 “RECOVERY OF LOST DATA” below for instructions.

(d) Answer YES to the question presented after redirecting to your hard drive and press <ENTER>. You are now exited from the 5YR system. The following messages will be displayed:

***** REISSUE DATA HAS BEEN SENT VIA VPS *****
***** 5 YEAR TAX HISTORY SESSION ENDED *****

1.3.4. To determine if your data has been downloaded and received:

1. **IRMA REMOTE** - Press the Control/P key to return to the **IRMA REMOTE** screen. During receipt of data, the **IN SESSION** field will be highlighted with brackets. Once the transmission is complete, the brackets will disappear and a number indicating the byte count of your file will appear. For **IRMACOM** users, the message "03 Unbound" will appear at the bottom of your screen.

(2) For Users with **Dynacomm/Elite TN3270**, to verify when the data starts to download or if your job has completed:

(a) Hold down the ALT key and press the TAB key until the NS/LPD box appears.

(b) When the NS/LPD box appears release the TAB key, the NS/LPD screen will appear. When the data starts to download a message will appear. This message informs the user what directory and file the report was downloaded and if the download was successful. The following is displayed:

"Preparing to receive data from XYZOUT queue
Receiving data for Job xxx
Job xxx from user received
Writing to a new file in the C:\MILPAY directory
Successfully printed job to file PRNTER02.001"

(c) To return to the 5YR screen after reviewing the download status, hold down your ALT key and press the TAB key until the DynaCommm/Elite ICON appears. When the ALT key is released you will be return to the 5YR screen in DJMS.

(3) For users with **Dynacomm/Elite GATEWAY**, to verify if your data has been downloaded:

(a) Using your mouse, click on the “NEXT WINDOW” icon. This will take you to the Printer Set Up screen displaying fields for the LINK STATUS, SESSION STATUS, PRINTING STATUS, AND CHARACTERS.

(b) When the data has been received, the word “Receiving” will flash for a moment in the PRINTING STATUS field. This lets you know that your data has been received. NOTE: Depending on the size of your file, the “CHARACTER” field may contain data (i.e., 1K, 2K, etc.).

(c) Click on the “NEXT WINDOW” icon. This will return you to the 5YR screen in DJMS.

1.3.5 You must now close the MILPAY OFFLINE file and terminate connectivity with the main frame computer and/or redirect your data back to your printer.

(1) Process the following steps to accomplish this for Users with **DFT/SNACOM**:

(a) Press the F1 key.

(b) Press the ALT/T key.

(c) Press the F1 key; the READY field is highlighted.

(d) Press the Control/O key to return to the CICS screen.

Signoff CICS and terminate your communication line with the main frame computer.

(2) For Users with **IRMACOM**, the following process will close the MILPAY OFFLINE file:

(a) Press the SHIFT and F1 keys simultaneously.

(b) Press F7.

(c) Press F2.

(d) Press F10.

(e) Press F10.

(3) For users with **DynaComm/Elite TN3270**, follow the procedures in paragraph 1.3.3,2,j,(1)-(5) above to change the system back to your printer. When the Print Queue Configuration screen appears, using your mouse:

(a) Click on the dot to the left of “PRINTER”

(b) Select OK, to return to the Queue Setup screen.

(c) Select OK, to return to the NS/LPD Idle screen.

(d) Reduce the NS/LPD Idle screen to ICON size without closing this application.

(4) For users with **DynaComm/Elite GATEWAY**, the following process will redirect data back to your printer:

(a) Using your mouse, click on the “NEXT WINDOW” icon. This will take you to the Printer Set Up screen displaying fields for the LINK STATUS, SESSION STATUS, PRINTING STATUS, AND CHARACTERS.

(b) Click on “SETUP” at the bottom of your screen. This will take you to the Printer Session screen.

(c) Click on “PRINTER” in the Print Designation box.

(d) Click on “OK”. This will return you to the Printer Set Up screen.

(e) Click on the “NEXT WINDOW” icon. This will return you back to the 5YR screen in DJMS.

(5) Output designation has now been redirected to your printer. Local printing of the TD Forms W-2 and W-2c is via the Offline Control Reporting System. Detailed instructions for this are contained in the Offline Users Guide.

1.3.6 RECOVERY OF LOST DATA: A one-time opportunity exists to recover a lost data file for local reissue requests through use of Tran ID JLAZ in event of a power failure or non-redirecting to your hard drive. Below are procedures that should be followed for each applicable occurrence:

(1) Power Failure: Used when a power failure occurs prior to exiting a local reissue session within the 5YR system.

(a) Sign on to CICS once power has been restored.

(b) Enter JLAZ and press <ENTER>. When this is entered, you will receive the JLAA Tran ID MAIN MENU screen with the question **"ARE YOU SWITCHED TO YOUR HARD DRIVE FOR DOWNLOAD?".** This will retrieve your file of local reissue requests **but only if no other Tran ID has been entered prior.**

(c) Follow applicable procedures for local reissue requests indicated in paragraphs 1.3.3,2,h - k, 1.3.3,4,d, 1.3.4, and 1.3.5. Do not attempt to enter any of the options. Data will be permanently lost if entry to any option occurs prior to properly redirecting to your hard drive and exiting the session. Reinput of data would then be required.

(2) Non-redirecting to Your Hard Drive: To be used if you answer yes to the question at the MAIN MENU when exiting and realize you did not redirect.

(a) You will receive the message: **"Reissue Data Has Been Sent via VPS".** Note: You will receive the message **"Data Lost, VPS Download Failed"** when a problem between VPS software and your terminal exists. Contact the Network Control office at central site if this occurs. Reinput of your requests may be required.

(b) You can either sign off from CICS completely and then sign back on, or you can enter the Trans ID from the screen received after exiting the 5YR system completely. **BEFORE YOU ENTER ANY OTHER TRANS ID (JLAA, JJAA, etc.),** enter the JLAZ Trans ID. When this is entered, you will receive the JLAA Trans ID MAIN MENU screen with the question **"ARE YOU SWITCHED TO YOUR HARD DRIVE FOR DOWNLOAD?"** This will retrieve your file of local reissue requests and will let you switch to your hard drive to complete the download without having to re-input them. Again, do not attempt to access any of the options as this will lose your data. If you enter any other Trans ID, your file **will** be lost and will have to be reinput.
NOTE: The use of JLAZ will only work once per occurrence.

1.3.7 HELPFUL HINTS:

(1) **READ YOUR SCREEN!** Your screen contains a wealth of information. The top of the screen will always show what function you are in. The <PF#> keys for each function will always appear at the bottom of the screen. Figure 1-2 describes each <PF> key function. Information messages will appear to alert you to the status of your request or if a problem exists. If you should enter incorrect information, you will see an edit message on the screen explaining what is wrong. Figure 1-3 lists information/edit messages you may see.

(2) **UTILIZE THE HELP SCREENS.** If you are unsure of what to enter into a field, place the cursor at the beginning of the field and press <PF1>. A pull down HELP screen will appear showing all authorized entries.

(3) **UTILIZE THE <PF#> KEYS.** When moving between options, check <PF#> keys at the bottom of the screen to see if one is available to take you directly to the new option without going through the main menu or entering a command on the top line.

(4) **KEEP SESSIONS CONSISTENT.** It is not a good idea to combine PCN UH099C203 Inquiry Report requests with local reissue requests. Local reissue requests will be available for processing as soon as the request session is completed (sessions are completed when the 5YR system is exited). You must redirect to your hard drive to receive the download file. If you combine the two, you will receive your PCN UH099C203 report information within your downloaded local reissue file, PRNTER02.DAT. Numerous errors will be seen when trying to print using the Offline Control Reporting system.

(5) **DON'T FORGET TO REDIRECT.** If requesting a local reissue, you must redirect your output to the MILPAY directory on your PC's hard drive. If you do not redirect, you risk losing all input data unless you properly use the JLAZ command. Conversely, don't forget to redirect back to the printer once local reissue transmission is finished. Output will continue to go to your hard drive until you redirect back to the printer or sign off the system completely. For example, if you decide you need a hard copy inquiry print during a local reissue session, you must complete the session, receive the transmission, and redirect back to your printer before you can request the hard copy print.

AUTHORIZED SERVICE BRANCH AND COMPONENT CODES

BRANCH

A = ARMY

F = AIR FORCE

M = MARINES

N = NAVY

COMPONENT

A = ACTIVE DUTY/CADET/SEPARATED

R = GUARD/RESERVE

TP COMP CODE

C = CADETS

N = ACTIVE GUARD FORCES

R = REGULAR FORCES

S = ACTIVE RESERVE FORCES

PROGRAM FUNCTION (PF) KEYS

1. **PF1** - The use of this key will get the user to the 'Easy Help' screen. These screens will provide useful information on how to use the 5YR system (what codes to use, what will be provided on the screen, etc.)

2. **PF2** - This key acts like a toggle switch between certain options and performs a different function depending on which option the user is in. Some examples are as follows: (1) when using Option 1 (Inquiry), this key will take the user automatically to the Option 2 (Reissue) screen; (2) when in Option 2 (Reissue), this key will take the user to the Option 1 screen; and (3) when in Option 4 (Correction) or 5 (Add), this key will take the user to the VERIFICATION screen and from the VERIFICATION screen back to the CORRECTION or ADD screen, whichever is applicable.

3. **PF3** - A quick way to exit the current function the user is in and return to the previous function, or to exit the 5YR system completely. Exiting the current function refers to returning to the screen the user was at prior to the current screen, i.e., if user is at the STATE inquiry screen, the PF3 will return them to the FEDERAL inquiry screen.

4. **PF5** - This key has functions as follows: (1) user can easily go from FEDERAL screen to STATE screen, from STATE screen to LOCALITY screen, or from LOCALITY screen to STATE screen when using OPTION 1 (INQUIRY), OPTION 4 (CORRECTION), or OPTION 5 (ADD) functions, or (2) process a "CENTRAL SITE REISSUE" when using the OPTION 2 (REISSUE) function.

5. **PF6** - Used to cancel the current request.

6. **PF7** - This key will scroll the screen back to the previous screen (if user has scrolled forward to the next screen within the requested member's record).

7. **PF8** - This key will scroll the screen forward to the next screen of information within the requested member's record.

8. **PF9** - This key will process a print request instead of having to enter a "Y or P" on the PRINT line at the top of the screen. User will receive PCN UH099C203 for the requested member for the requested tax year.

INFORMATION/EDIT SCREEN MESSAGES

INFORMATION MESSAGES:

1. ***THIS RECORD WAS CHANGED ON <YYYY/MM/DD> BY <USER-ID>***

2. ***THIS MEMBER HAS CORRECTIONS - THERE ARE ADDITIONAL RECORDS***

3. ***RECORD FOR THIS MEMBER DOES NOT EXIST***

4. ***5-YEAR TAX HISTORY UNAVAILABLE - UPDATE IN PROGRESS***
(This indicates a batch job is running and the master files are not available. If time goes more than one hour, call Network Control.)

5. ***LOCALITY MASTER FILE IS NOT OPEN - WAIT A FEW MINUTES***
(This indicates a batch job is running and the master files are not available. If time goes more than one hour, call Network Control.)

6. ***THERE ARE NO STATE ENTRIES PRESENT FOR THIS MEMBER***

7. ***INQUIRY REPORT HAS BEEN SENT TO PRINTER ASSOCIATED WITH YOUR TERMINAL***

8. ***THERE HAS BEEN AN ERROR SERVICING YOUR PRINT REQUEST***
(Will only be received if print module does not send an error message and print was not received by printer.)

9. ***NO OTHER STATE ENTRIES PRESENT***

10. ***THIS IS THE FIRST STATE ENTRY***

11. ***THERE ARE NO LOCALITY ENTRIES FOR THIS STATE***

12. ***NOTE - ENTER DESIRED SSAN, YEAR, BRANCH AND COMPONENT OF MEMBER FOR REISSUE***

13. ***NOTE - IF TEMPORARY NAME OR ADDRESS ENTER N FOR NAME OR A FOR ADDRESS OR B FOR BOTH OR SPACE FILL TO SEND AS DISPLAYED***

14. ***DEFAULT IS LOCAL REISSUE - ENTER Y ABOVE OR PRESS PF5 FOR CENTRAL SITE REISSUE***

15. ***PENSION PLAN AND NAME, OR SSAN MAY BE CORRECTED***

16. ***IF THE SSAN IS BEING CHANGED, THIS IS THE ONLY UPDATE ALLOWED***

17. ***NEW SSAN IS THE ONLY VALID INPUT - VERIFY OR CANCEL***

18. ***USE THE DJMS UPDATE TO CORRECT 1ST PRIOR YEAR WAGE INFORMATION***

19. ***INPUT HAS BEEN ACCEPTED - VERIFY OR CANCEL TO CONTINUE***

20. ***CHOOSE VERIFY TO UPDATE RECORD OR CANCEL TO EXIT WITHOUT UPDATING RECORD***

21. ***RECORD VERIFICATION HAS BEEN CANCELED***

22. ***VERIFIED RECORD FOR MEMBER xxxxxxxxx HAS BEEN UPDATED***

23. ***THE NEW SSAN FOR THIS MEMBER IS xxxxxxxxx***

24. ***CENTRAL SITE ISSUE PENDING***

25. *ARE YOU SWITCHED TO YOUR HARD DRIVE FOR DOWNLOAD?*
ENTER YES WHEN YOU HAVE SWITCHED TO YOUR HARD DRIVE

26. ***PRINT REQUEST WILL BE PROCESSED WITH NEXT DAILY UPDATE***

EDIT MESSAGES:

1. ***CANNOT SCROLL FURTHER IN THIS DIRECTION***

2. ***MMPA REQUIRES CORRECTION PRIOR TO THIS CHANGE***

3. ***SSAN IS NOT NUMERIC, OR COMMAND IS NOT IN THE FIRST POSITION***

4. ***SSN EXISTS FOR TAX YEARS: XXXX XXXX XXXX XXXX DO YOU WANT TO CONTINUE? (Y/N)

5. ***YEAR OF REQUEST IS NOT NUMERIC - REENTER***

6. ***ERROR - YEAR SELECTED NOT AVAILABLE ON HISTORY FILE***

7. ***BRANCH OF SERVICE IS INCORRECT - REENTER***

8. ***ERROR - BRANCH MUST BE A OR F OR M OR N***

9. ***SERVICE COMPONENT IS INCORRECT - REENTER***

10. ***ERROR - COMPONENT MUST BE A OR R***

11. ***PRINT REQUEST IS INVALID - REENTER Y OR P***

12. ***LOCALITY RECORD FOR THIS MEMBER DOES NOT EXIST***

13. ***MUST ENTER MEMBER INFORMATION BEFORE EXECUTING STATE INQUIRY***

14. ***REQUEST IS INVALID - REENTER***

15. ***NAME CANNOT BE SPACES - REENTER***

16. ***CURRENT GRADE IS NOT VALID***

17. ***TP COMP CODE MUST = C, N, R, OR S***

18. ***SOCIAL SECURITY WAGES GREATER THAN MAX ALLOWED***

19. ***SOCIAL SECURITY DEDUCT GREATER THAN MAX ALLOWED***

20. ***SOCIAL SECURITY WAGES AND MEDICARE WAGES MUST MATCH***

21. ***MEDICARE WAGES GREATER THAN MAX ALLOWED***

22. ***MEDICARE DEDUCT GREATER THAN MAX ALLOWED***

23. ***ACTIVE DUTY FICA FOR RESERVES ONLY***

24. ***ACTIVE DUTY DEDUCT FOR RESERVES ONLY***

25. ***ACTIVE DUTY FICA MUST BE NUMERIC***

26. ***ACTIVE DUTY DEDUCT MUST BE NUMERIC***

27. ***EARNED INCOME CREDIT MUST BE NUMERIC***

28. ***NON TAXABLE EIC MUST BE NUMERIC***

29. ***YOU MUST VERIFY OR CANCEL THIS REQUEST TO EXIT THIS SCREEN**

30. ***ADDRESS TYPE MUST BE A 1, 2, 3, 4, 5 OR 9***

31. ***FIRST LINE SHOULD ALWAYS BEGIN WITH "C/O" FOR IN-CARE-OF***

32. ***CITY, STATE CODE, AND ZIP SHOULD BE ENTERED ON SECOND LINE***

33. ***NO CITY, STATE CODE, AND ZIP SHOULD BE ENTERED ON SECOND LINE***

34. ***STREET ADDRESS IS REQUIRED***

35. ***CITY IS A REQUIRED FIELD, MUST ENTER TWO SPACES BETWEEN CITY AND STATE CODE***

36. ***STATE CODE IS REQUIRED, MUST ENTER 2 SPACES BETWEEN CITY AND STATE***

37. ***NO NUMERIC ALLOWED FOR STATE***

38. ***STATE CODE WAS NOT FOUND ON TABLE 53***

39. ***ZIP CODE MUST BE 5 NUMERIC DIGITS OR ZIP+4***

40. ***NO ALPHAS ALLOWED FOR ZIP***

41. ***MUST HAVE A DASH AFTER THE FIRST 5 CHARACTERS OF THE ZIP CODE***

42. ***ADDRESS SHOULD ONLY BE INPUT ON TWO LINES - THE FIRST AND SECOND LINES***

43. ***APO/FPO ADDRESS DOES NOT MATCH TABLE 44***

44. ***STATE CODE NOT FOUND ON TABLE 44***

45. ***CITY MUST = "APO", MUST HAVE 2 SPACES BETWEEN CITY, STATE AND ZIP***

46. ***CITY SHOULD BE ENTERED WITH TWO SPACES BETWEEN "APO" AND STATE CODE***

47. ***CITY MUST = "FPO", MUST HAVE 2 SPACES BETWEEN CITY, STATE AND ZIP***

48. ***CITY SHOULD BE ENTERED WITH TWO SPACES BETWEEN "FPO" AND STATE CODE***

49. ***DSSN IS A REQUIRED FIELD, MUST HAVE ONE SPACE AFTER PACIDN***

50. ***DSSN NOT FOUND ON TABLE 25, MUST HAVE ONE SPACE AFTER PACIDN***

51. ***C/O IS A REQUIRED FIELD***

52. ***TABLE NOT FOUND, TRY AGAIN LATER***

53. ***TABLE CLOSED, TRY AGAIN LATER***

54. ***CITY NEEDS TO BE ABBREVIATED TO 14 CHARACTERS***

55. ***STATE MUST BE 2 ALPHA CHAR WITH 2 SPACES BETWEEN CITY, STATE AND ZIP***

56. ***SECOND AND THIRD LINES OF THE ADDRESS IS REQUIRED FOR IN-CARE-OF***

57. ***NO NUMERIC ALLOWED FOR CITY***

58. ***FIRST LINE SHOULD ALWAYS BEGIN WITH "C/O" FOR IN-CARE-OF***

59. ***CITY MUST NOT EXCEED 14 ALPHA CHAR WITH TWO SPACES BETWEEN CITY, STATE AND ZIP***

APPENDIX I

PART 2

OFF-LINE USERS GUIDE

2.1. The OFF-LINE reporting system is a PC application with prompting screens to allow DAO/FOs and RCPSOs to print active and reserve component IRS TD Form W-2, as well as active component Central Site generated reports.

2.1.1 ENTERING THE OFF-LINE.

Enter MS-DOS and when the C> prompt appears, do the following:

TYPE: CD\MILPAY DEPRESS: The <Enter> key.

TYPE: OFF-LINE DEPRESS: The <Enter> key.

2.1.2 INITIAL LOGON AT INSTALLATION.

(1) The following screen will appear during the initial LOGON procedure. This screen will prompt you to verify the type of printer being used by the specific terminal.

```
DEFENSE JOINT MILITARY PAY SYSTEM - (DJMS)                DSSN
     OFF-LINE REPORTING CONTROL SYSTEM

                    M A I N    M E N U

<1> PSF AND/OR GUM LABEL PRINTS   <7> FAMILY QTRS VERIFICATION
<2> FIN ORG/PAYROLL MONEY LIST    <8> US SAVINGS BOND REPORT
<3> LEAVE BALANCE LISTING         <9> W-2s 5 YEAR TAX HISTORY
<4> ETS LISTING                   <A> MISCELLANEOUS REPORTS
<5> PRA AUDIT LISTING             <B> REPLACEMENT LES/NPAs
<6> ENTITLEMENT VERIFICATION      <C> UPDATE LOCAL DSSN RECORD

   The printer control codes are set up for DOT
   MATRIX compatible printers, NOT a compatible
   LASER JET II and NOT a LASER JET III/IV
   printer. Is this correct? (Y/N)
```

(2) If the PC being used, on initial sign on, does have a Laser printer attached the user answers the question to the above screen with **N**; press <ENTER>. The following screen will appear:

```
The following routine will ensure that your
printer is one the OFF-LINE REPORTING system will
support:
The following printers (among others) are                N
supported:
1 - :L: HPII Laser Jet Compatible Printers:
        1) Texas Instruments MicroLaser Plus or  XL
2       2) Other HPII Laser Jet Compatibles
3 - :W: HP3 or HP4 Laser Jet Compatible Printers
       1) Wang LPD 10 Laser Printers
4      2) Other HP3 or HP4 Laser Jet Compatibles
  - :D: Dot Matrix Printers
5       1) ALPS P2000G/P2100G
        2) UNISYS Model 5
6       3) OTC 2100 Series including the 2180            D
        4) Other EPSON FX100 compatibles

=>: : <== Enter either <L>,<W> or <D> for printer
type, or enter <X> to return to the MS-DOS prompt
```

(3) Once the user specifies the type of printer being used by his/her terminal, the program will prompt the user to ensure that the printer is ready to print a test. The printer will then print multiple lines that are both compressed and normal size. Once the test is complete and the user specifies that the print was correct the system will reload the OFF-LINE Print Process file. Once the OFF-LINE Print Process file has been reloaded the following screen will appear. This screen will automatically appear when initially signing on and the printer initially established is correct.

ENTER OFFICE INFORMATION BELOW:

```
ENTER OFFICE NAME.........:DFAS-IN/MPPSD
ENTER OFFICE ADDRESS......:7300 FIRST AVENUE
                            (Bldg No, PO Box, etc.)
ENTER BASE NAME...........:INDIANAPOLIS
ENTER BASE STATE (or APO).:IN
      (If CONUS, use 2-digit state abbr. only)
ENTER BASE ZIP CODE.......:46249-5000
ENTER SERVICE COMPONENT...:A
                           (A-US Army, F=US Air Force)
ENTER BASE DSSN ..........: 912300 AC/230100 RC
```

DO YOU WISH TO MAKE A CORRECTION TO THE INFORMATION? (Y/N).

2.1.3 SUBSEQUENT LOGONS.

After typing OFF-LINE at the MS-DOS prompt and pressing <Enter>, the system will transfer control to the OFF-LINE system.

2.2 OFF-LINE REPORTING CONTROL MAIN MENU.

(1) When the OFF-LINE system is entered, the following screen is shown:

```
DEFENSE JOINT MILITARY PAY SYSTEM - (DJMS)                DSSN
     OFF-LINE REPORTING CONTROL SYSTEM

                    M A I N    M E N U

<1> PSF AND/OR GUM LABEL PRINTS   <7> FAMILY QTRS VERIFICATION
<2> FIN ORG/PAYROLL MONEY LIST    <8> US SAVINGS BOND REPORT
<3> LEAVE BALANCE LISTING         <9> W-2s 5 YEAR TAX HISTORY
<4> ETS LISTING                   <A> MISCELLANEOUS REPORTS
<5> PRA AUDIT LISTING             <B> REPLACEMENT LES/NPAs
<6> ENTITLEMENT VERIFICATION      <C> UPDATE LOCAL DSSN RECORD

           <X>  EXIT SYSTEM MENU OR MS-DOS PROMPT

                 Select Trigger or use
```

(2) SELECT OFF-LINE OPTIONS USING THE LIGHT-BAR MENU

There are two ways of making your selection. Using the Cursor Arrows, highlight the desired option and press <Enter>. As an alternate, the user may press the assigned TRIGGER key. This key will be the number associated with the processing function. Function <**X**> is used throughout the system to exit the menu displayed on the screen and return the user to the previous menu or the system prompt.

When option <**9**> is chosen from the MAIN MENU, control is transferred to the W2s 5 Year Tax History subsystem.

2.3 W-2S 5 YEAR TAX HISTORY OPTION.

2.3.1 GENERAL.

2.3.1.1 DUPEW2 OPERATIONS.

Duplicate W-2 requests are created by using option 4 of the 5 Year Tax History File. See Appendix J, Part 1.

2.3.1.2 DUPEW2 SUBSYSTEM EXECUTION.

(1) After the OFF-LINE system is entered, place the bounce bar over option 9 or press the <9> key. The follow-ing message will appear: If **Y** is selected, OFF-LINE Reporting software will automatically call in special programs to accommodate the printer selected.

```
5 YEAR W-2s HISTORICAL PRINT        JLA Ver:  x.x

The printer control codes are set up for a DOT
MATRIX compatible printer, NOT a compatible LASER
JET II and NOT a LASER JET III/IV printer.  Is this
correct?  (Y/N)s
```

(2) Select the appropriate drive, as shown in the screen below.

```
5 YEAR W-2s HISTORICAL PRINT        JLA Ver:  x.x
Is the LESGUM01.DAT file going to be in floppy drive
(A) or (B) or is  LESGUM01.DAT on the (H)ard drive
in sub-directory MILPAY?  Depress <H> if on Hard
drive storage,  depress <A> if in floppy Drive A,
or depress <B>  if in floppy drive B!  (H?A?B):
```

(3) After the drive has been identified, as above, following screen will appear:

```
5 YEAR W-2s HISTORICAL PRINT        JLA Ver:  x.x
Please insert diskette containing LESJLA01.DAT file
in Drive A.  Depress ENTER> when ready to proceed,
or depress <ESC> to Quit
```

(4) If the file is not present in the floppy drive, the following message is shown. When the <ESC> key is depressed, the program returns to the OFF-LINE Main Menu.

```
5 YEAR W-2s HISTORICAL PRINT        JLA Ver:  x.x
The diskette in Drive :    does NOT contain
LESJLA01.DAT.  Depress the <Enter> key if you wish
to proceed, or depress the <ESC> key to QUIT.
```

(5) When the file is inserted, the following message appears:

```
5 YEAR W-2s HISTORICAL PRINT        JLA Ver:  x.x
                Reading LESJLA01.DAT file
```

(6) After reading the file, select the number of copies needed from the screen below.

```
5 YEAR W-2s HISTORICAL PRINT        JLA Ver:  x.x
Do you require a three copy W-2; or do you wish a
five copy W-2? Enter <3> for three-part; <5> for
five-part...(3/5)
```

(7) After selection, the following screen will appear:

```
5 YEAR W-2s HISTORICAL PRINT        JLA Ver:  x.x
Is printer ON-LINE? Depress the Enter key to start
printing
```

(8) The following message appears as the W-2 forms are printed:

```
5 YEAR W-2s HISTORICAL PRINT        JLA Ver:  x.x
Printing W-2 Wage and Tax Statement-PLEASE DO NOT
INTERRUPT
```

(9) If a W-2c is required, the following screen appears:

```
5 YEAR W-2s HISTORICAL PRINT        JLA Ver:  x.x
Printing W-2c Statement of Corrected Income and Tax
Amounts
                PLEASE DO NOT INTERRUPT!
```

(10). When the file is completely printed; the DUPEW2 sub-system returns to the control of the OFF-LINE Main Menu.

APPENDIX I

PART 3

OFF-LINE REPORTING SYSTEM INSTALLATION PROCEDURES

3.1 RECEIVING OFF-LINE REPORTING SYSTEM SOFTWARE.

Application programs and files for each microcomputer are stored at the Defense Megacenter - Denver and available to the DAO/FO via the COMM lines. These applications are maintained on the main frame and downloaded to the DAO/FO in a compressed form. As a part of the installation procedure, the files are self extracting.

3.2 INSTALLATION OF OFF-LINE REPORTING SYSTEM SOFTWARE.

3.2.1 GENERAL.

With installation of the software, field offices will be able to query DFAS-IN and extract information from Central site databases. Installation of the OFF-LINE REPORTING SYSTEM (OLR) requires 3m bytes of available disk. If your system does not have sufficient space to accommodate this new application, eliminate all files that do not relate to DJMS.

3.2.2 OVERVIEW.

The initial menus and sub-modules are contained in disks downloaded from DFAS. The first disks (OLR, FOXPRO RUNTIME INSTALL) contain the basic program and creates the sub-directory RUNFOX. The second menu system (OFF-LINE REPORTING INSTALLATION) contains the main menu for off-line reporting and when installed creates the sub-directory MILPAY. The third menu system (OLR, EXTRACTION INSTALLATION) extracts the data downloaded from the mainframe and creates print files to be used by the other off-line reporting modules. The remaining disks are sub-modules of the Off-line Reporting System and may be loaded in any order.

3.2.3 MODIFY AUTOEXEC.BAT AND CONFIG.SYS.

3.2.3.1 Prior to installing FOXPRO, your AUTOEXEC.BAT file must be modified to incorporate the path C:\RUNFOX and the CONFIG.SYS file must be changed to increase the file size. To modify the AUTOEXEC.BAT, do the following:

(1) For DOS versions 5.0 and Higher.

(a) Press appropriate key to enter DOS.

(b) At the 'C:>' prompt, key in:

EDIT AUTOEXEC.BAT <ENTER>

(c) The entire AUTOEXEC.BAT file will be displayed.

```
File   Edit   Search   Options

@ECHO OFF
PATH=C:\;C:\DOS;C;\IRMA3;C:\DFT;C:\RUNFOX
CD C:\IRMA3
DOWNLOAD
CD\
PROMPT $e[37;44;1M$P$G
cls
COLOR 11,1,0

MS-DOS Editor  <F1=Help> Press ALT to activate menus
```

(d) Identify the line that corresponds to the PATH prompt and move the cursor to this line.

(e) Move the cursor to the last character within this line and key in ;**C:\RUNFOX** (see above).

(f) After RUNFOX has been added to the path, hold down the ALT key and press the letter **F**. A new screen will be inserted into the above screen:

```
File   Edit   Search   Options

New
Open ...                DOS;C;\IRMA3;C:\DFT;C:\RUNFOX
Save
Save As ...
Print                ;44;1M$P$G
Exit

MS-DOS Editor  <F1=Help> Press ALT to activate menus
```

(g) After the above screen appears either highlight the word SAVE by using your down arrow key or just press the letter **S**. The autoexec will then be saveed with the name AUTOEXEC.BAT. Hold down the ALT key and press the letter **F** again and when the above screen appears either highlight the word EXIT or press the letter **X**. This will return you to the C:> prompt.

(2) For older version of DOS, see your DOS manual for EDLLIN usage.

3.2.3.2 After modifying the AUTOEXEC.BAT, you must expand the capacity of your CONFIG.SYS. To modify the CONFIG.SYS, do the following:

(1) Press the appropriate key to enter DOS.

(2) At the "C:>" prompt, key in

EDIT CONFIG.SYS <ENTER>

(3) The entire CONFIG.SYS file will be displayed.

```
File   Edit   Search   Options

DOS=HIGH,UMB
FILES = 50
BUFFERS = 30
STACKS=9,256

MS-DOS Editor  <F1=Help> Press ALT to activate menus
```

(4) Identify the line that corresponds to the FILES prompt and move the cursor to this line.

(5) At the files line, move the cursor over and change the value to **50**. Repeat the process for the Buffers line, changing the value to **50**.

(6) After the Files and Buffers have been modified hold down the ALT key and press the letter **F**. A new screen will be inserted.

(7) After the above screen appears either highlight the word **SAVE** by using your down arrow key, or just press the letter **S**. The file will then be saved with the name CONFIG.SYS. Hold down the <ALT> key and press the letter **F** again and when the above screen appears either highlight the word **EXIT** or press the letter **X**. This will return you to the C:> prompt.

(8) After the CONFIG.SYS and AUTOEXEC.BAT files are modified, from the C:> prompt, key in **AUTOEXEC** and press **<ENTER>**. This will execute the new autoexec.bat and config.sys files.

3.2.3.3 Install the OLR, FOXPRO RUNTIME INSTALL. This menu creates the sub-directory RUNFOX. Please note **286 PC's** will use **FOXINSTL** and **386** and above will use **FOXINSTX**. If the user is not sure what type of PC is being used, please contact the systems office for verification.

(1) Insert FOXPRO RUNTIME INSTALL, into Drive A. Go to the MS-DOS C:> prompt. Key in **A:** and press **<ENTER>**.

(2) Following the MS-DOS prompt "A:>", key in **FOXINSTL** or **FOXINSTX** (See Above) and press **<ENTER>**.

(3) After pressing the **<ENTER>** key, the system will begin installation. As part of this process, a sub-directory (RUNFOX) is created, below the root directory. During the process, messages will appear on the screen informing you of what is taking place. Be patient, and follow all instructions during installation.

(4) If you did not modify the CONFIG.SYS file as described in 3.2.3 above, the installation process may need to alter the CONFIG.SYS file in your computer, to allow the OFF-LINE REPORTING SYSTEM to perform properly. If required, a message will appear on the screen informing you to REBOOT your system. After the REBOOT has been executed, you must restart the install process. **NOTE**: Be sure to remove the disk from Drive A before rebooting.

(5) When the installation process is complete, a message will appear advising you to remove the diskette from Drive A.

(6) You will return to DOS and the C:\RUNFOX> prompt will appear. Key in **CD** to return to the root directory.

3.2.3.4 Install the Off-Line Reporting Installation. This system creates the main menu for OFF-LINE REPORTING and the sub-directory MILPAY.

(1) Insert into drive A. Go to the MS-DOS "C:>" prompt.

(2) Following the MS-DOS "C:>", key in **A**: **<ENTER>**. At the A:> prompt, key in **OLRINSTL <ENTER>**.

(3) After depressing the **<ENTER>** key the system will begin installation. During the process, messages will appear on the screen informing you of what is taking place. Be patient, and follow all instructions during installation.

(4) When the installation process is complete, a message will appear advising you to remove the disk from Drive A.

3.2.3.4 Extraction Installation

(1) Insert the OLR, EXTRACTION INSTALLATION SOFTWARE, (DJMINSTL), into drive A. Go to the MS-DOS "C>" prompt.

(2) Following the MS-DOS "C:>", key in **A: <ENTER>**. At the A:> prompt, key in **DJMINSTL**, **<ENTER>**.

(3) After pressing the **<ENTER>** key, the system will begin installation. During the process, messages will appear on the screen informing you of what is taking place. Be patient, and follow all instructions during installation.

(4) When the system has been installed, a message will appear on the screen telling you to remove the disk from drive A.

3.2.3.5. INSTALLATION OF REMAINING OPTIONS.

Following the MS-DOS "C:>", key in **A: <ENTER>**. At the A: prompt, key in:

DISK	COMMAND
OLR W-2 LOCAL PRINT SOFTWARE	JLAINSTL

THIS IS THE LAST PAGE OF APPENDIX I