

Reserve and National Guard Pay Information

The Purpose of this Guide

Like all other documents of this nature, this guide is not all-inclusive. It does, however, cover subjects that we receive the most inquiries on. This information is current as of **January 2nd, 2023**.

In-processing Basics

The finance in-processing briefings are held every Monday, Tuesday and Thursday at 0900 in Room 371B. Please bring a copy of your PCS or TDY orders (**hard copy, not email**) and any amendments if applicable to the briefing. This document contains the funding/authorization code, as well as the dates that you should receive your pay and entitlements. Without your orders, the finance office cannot start your pay. The majority of Reserve and National Guard Service Members that attend this brief have not had their pay started by their home station. Therefore, it is imperative you attend the brief to ensure that your pay request is processed.

Soldiers on PCS Orders

- Your BAH will be for the installation that you are assigned to, which is Fort Novosel. It will not be for your HOR zip code. Your state is also not the approving authority for this determination. To receive BAH for a different location other than Fort Novosel, you must submit an ETP request to the Pentagon G-1 and receive their approval. This is the responsibility of the SM and will not be completed or submitted by the finance office. If your request is approved, please submit the ETP memo and a new DA form 5960 to the finance office for processing.
- During the in-processing brief, your DD form 1351-2 (Travel Voucher) will be completed. The Travel Voucher is used to request your mileage (MALT), Per Diem, Dislocation Allowance (DLA), and Temporary Lodging Expenses (TLE). If requesting TLE, you must provide the finance office a copy of a “zero balance” receipt. The payment/processing of these entitlements are determined by the type of orders that the SM has been given. For SMs who are on Title 32 orders, your request will be submitted to your state for processing. For those who are on Title 10 orders, your request will be submitted directly to DFAS.
- For those who completed a PPM, which is also known as a DITY move, you must contact the Transportation Office for reimbursement. The Transportation Office is located in Room 270. For more information, please call (334) 255-9842 for assistance.

Soldiers on TDY Orders

- Service Members who are on TDY orders will receive BAH for the Home of Record zip code stated on their orders. If this information is incorrect, you must get your orders amended for the finance office to code your BAH for a different location. Like all military request, supporting documentation must be submitted to support any time of transaction.

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- During the brief, you will receive an 1106 document, which is your Clearance for Final Pay. Please maintain this document and ensure that you obtain the mandatory signatures that are requested on this form. This document certifies that you have completed your TDY course while you were here at Fort Novosel.
- Another document that you will receive during your in-processing brief is your Family Separation Allowance (FSA) form. SMs that are authorized FSA are those who are on TDY orders for more than 30 days and have dependents that are not residing at or near the TDY location (Fort Novosel).

Out-Processing Basics

- **PCS SMs** – In order to out-process the finance office, you must clear CIF, the housing office and be within 72 hours of your final-out date. On your installation clearing papers, there are two locations for the finance office to sign. Prior to receiving your DD 214 from MPD, you must obtain a signature from the finance office. Once MPD (located in Room 280) has provided you a copy of your DD 214 Service 7 form and your Clearance for Final Pay. You will then return to the finance office to submit these documents. As well as a copy of your PCS orders, any amended orders that you may have received, and your leave verification form that has been signed from your S-1 at Fort Novosel. These documents are needed in order to receive your final finance signature on your installation clearing papers.
- **TDY SMs** – In order to out-process the finance office, you must also clear CIF, the housing office and be within 72 hours of your final-out date. Once you are within the three stated requirements. You will then come to the finance office to submit a copy of your TDY Orders, any amended orders if applicable, your Clearance for Final Pay (1106) and FSA form, which were provided to you during your in-processing brief. Your 1106 must have all required signatures that are requested on the document. Failure to do so will result in the finance office being unable to clear you. For your FSA form, you must obtain the signature of the certifying officer in order for the finance office to process this transaction. Finally, if you at any point misplace any of these forms. Please, feel free to stop by the finance office to obtain a copy of this document.
- **Leave for PCS and TDY SMs** – When you out-process the finance office, the Finance Tech at the front window will ask you if you would like to carry over (keep) or sell your leave. This decision is entirely yours. Whichever decision you choose, the appropriate document will be provided to you for your signature and approval.
(Note: The maximum leave that can be sold during a SM's career is 60 days. The following exceptions apply to USAR/NG Soldiers: Soldiers serving in support of contingency operations and Soldiers on Active Duty for 31 to 365 days).