SUBJECT: Texas Military Department (TMD) State Active Duty (SAD) Pay Instruction

References: See enclosure 1.

1. PURPOSE. To establish the pay rates, entitlements and payroll responsibilities for Texas Military Department (TMD) personnel on SAD orders.

2. APPLICABILITY AND SCOPE. This instruction applies to all members of TMD serving on SAD orders and all TMD employees involved in processing SAD payroll.

3. DEFINITIONS. See enclosure 2.

4. POLICY. All SAD pay and orders are generated from the Personnel Emergency Management System (PEMS). No other orders or pay submissions will be submitted to the Office of State Administration (OSA) for SAD Pay, Travel, Insurance or Workman’s Compensation Claims. The authority for SAD is defined in Texas Government Code § 437.005.

   a. Pay and Entitlements for Texas National Guard (TXNG):

      (1) Daily Base Pay: Service Members are paid in accordance with the current fiscal year military pay table according to their grade and years of service. Reference the most current fiscal year base pay tables published by the Defense Finance and Accounting Service (DFAS) at https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables/.

      (2) Basic Allowance for Housing Reserve Component/Transient (BAH RC/T): Service Members are paid BAH RC/T in accordance with current fiscal year rate. This rate varies based on grade and dependent status. It does not vary based on geographic location. Reference the most current fiscal year rates published by the Department of Defense, Defense Travel Management Office, found at https://www.defensetravel.dod.mil/site/bah.cfm under “Non-Locality Rates.”

      (3) Basic Allowance for Subsistence (BAS): Service Members are paid BAS in accordance with the standard federal rate for enlisted and officers.
(4) Special Pay: Special pay may be authorized by exception on a case-by-case basis. Units will provide supporting documentation to J1/Joint Personnel Operations Center (JPOC) to justify payment of special pay when the mission dictates.

(5) Minimum Daily Pay Rate: If the Service Member's Daily Pay Rate (DPR) (to include allowances and incentive pay) is less than $151 per day, that Service Member will be paid the minimum pay rate. The minimum pay rate is a daily rate equivalent to the meal and lodging rate set by the State Comptroller each state fiscal year. The state fiscal year 2021 rate is $151 and is published at the current Travel Reimbursement Rates at https://fmx.cpa.texas.gov/fmx/travel/.

(6) Per Diem: The J4/Joint Logistics Operation Center (JLOC) is the approval authority for per diem. Per diem is authorized based on operational mission requirements and needs. If meals are provided or catered, per diem will not be authorized. No partial per diem is authorized. In some cases, OSA and the J4/JLOC may reconcile per diem disbursements at the end of a SAD mission. The daily per diem rate is set by the state.

(7) Supplemental Duty Pay: Service Members may be eligible for Supplemental Duty Pay if they suffer an economic hardship while serving on SAD. Supplemental Duty Pay is subject to the Adjutant General's approval and fund availability in accordance with Texas Government Code § 437.220.

(8) Workman's Compensation: Service Members are entitled to Workman's Compensation while serving on SAD orders.

(9) Tricare Reserve Select: Service Members are entitled to Tricare Reserve Select at the designated monthly premium set by Tricare.

(10) State Insurance Eligibility: Service Members are eligible to be covered under the State’s health insurance plan after 60 days of continuous SAD service. State health insurance is covered 100% for the Service Member and 50% for the Service Member's dependents. If State Insurance is elected, it begins the first day of the month following the 60 days of continuous SAD service.

(11) Payroll Reductions: The Office of Attorney General (OAG) may withhold SAD pay in order to satisfy delinquent child support arrears. Service Member must contact the OAG to resolve any payroll reductions.

b. Pay and Entitlements for the Texas State Guard (TXSG):

(1) The Adjutant General has the authority to set the daily pay rate for TXSG Service Members serving on SAD orders. The rate established by the Adjutant General may not exceed the meal and lodging rate set by the comptroller by more than $25 per day. The department shall publish information about the established pay rates on the TMD website. The Governor of Texas, the Adjutant General of Texas (TAG), and Joint Force Headquarters J3/5/7 are the only entities authorized to activate TMD forces for State Training and
other duty in support of SAD missions. These forces will be paid for through the funds allocated to the TXSG in the legislative budget. Personnel activated under this provision will conduct administrative actions, training, and maintenance as required to promote SAD mission accomplishment. PEMS is the only authorized system for orders generation.

(2) Daily Pay Rate: TXSG Service Members on SAD will be paid a daily rate equivalent to the meal and lodging rate set by the comptroller each fiscal year. The fiscal year 2021 rate is $151 and is published in the current Travel Reimbursement Rates at https://fmx.cpa.texas.gov/fmx/travel/.

(3) Long-term SAD Contract Pay Rates: Special long term missions (i.e. Operation Drawbridge and Border Star) that contract with outside agencies for funding are subject to different pay rates than state-funded SAD missions. The long-term SAD contract with a specific agency determines what the Service Member will be paid based on available funding per that agency's contract.

(4) Per Diem: The J4/JLOC is the approval authority for per diem. Per diem is authorized based on operational mission requirements and needs. If meals are provided or catered, per diem will not be authorized. No partial per diem is authorized. In some cases, OSA and the J4/JLOC may reconcile per diem disbursements at the end of a SAD mission. The daily per diem rate is set by the state.

(5) Workman's Compensation: All members of the TXSG are entitled to Workman's Compensation while serving on SAD orders.

(6) State Insurance Eligibility: Service Members are eligible to be covered under the State's health insurance plan after 60 days of continuous SAD service. State health insurance is covered 100% for the Service Member and 50% for the Service Member's dependents. If State insurance is elected, it begins the first day of the month following the 60 days of continuous SAD service.

c. Service Members cannot receive SAD pay while also receiving federal pay (such as ADOS, AT, Drill, AGR, and Technician). Service Members cannot serve on SAD while on Counter Drug orders. See JFTX Regulation 1-02, State Active Duty for Texas Military Department Full-time Members, for the limited circumstances where federally funded employees may serve on SAD.

5. RESPONSIBILITIES.

a. Individual Texas National Guard (TXNG) Units:

(1) Texas Army National Guard (TXARNG) Commanders are responsible for ensuring they maintain two trained PEMS operators at the company level. The A1 Office oversees and coordinates PEMS inputs for the Texas Air National Guard (TXANG).
(2) Administrative data for every Service Member on SAD must be verified and updated in correct administrative systems: Integrated Personnel and Pay System—Army (IPPS-A) and Military Personnel Data System - Air Force (MiPDS) during Joint Reception, Staging, Onward Movement and Integration (JRSOI) to ensure Service Members are paid accurately and on time.

(3) Units must provide copies of SAD orders to Service Members which are accessible via PEMS.

(4) All pay inquires must be routed through the Service Member’s chain of command to J1/JPOC for review.

b. Texas State Guard (TXSG,T1):

(1) Units are responsible for ensuring accurate administrative information is reflected in the TXSG Database for all members to ensure timely payments.

(2) Units are responsible for sending an accurate and verified daily Personnel Status Report (PERSTAT) from any State of Texas Assistance Request (STAR) on SAD on a daily basis.

(3) T1 is responsible for daily validation of all Service Members on SAD in PEMS.

(4) Ensures any member on SAD orders is serving on an active STAR and any member serving in a training status utilizes TXSG funding associated with normal state appropriations.

c. J3/5/7:

(1) Ensures all orders are initiated and published for any TMD member serving on SAD.

(2) Provides guidance to TMD force on SAD missions via orders process.

d. J1/JPOC:

(1) Personnel Readiness Division, Operation Support inputs all published STARs into PEMS and creates the operation and payroll for each mission.

(2) Notifies all units involved via email that PEMS has been loaded with all necessary information.

(3) Verifies that all units have validated on a daily basis and notifies deficient units to ensure timely processing of payroll.

(4) Coordinates with the J4/JLOC to see which missions are authorized per diem, J1/JPOC ensures that the missions in PEMS are coded correctly to allow per diem when
authorized. Missions that are not authorized per diem are blocked from authorizing per diem during validation to prevent incorrect payments.

(5) Ensures all units are 100% validated by the end of payroll (the 15th and last day of the month) and notifies deficient units that their payroll will not be processed on time without daily validation for each day of the pay period.

(6) Notifies OSA via email when the payroll is ready at the end of pay period so OSA can pull the Payfile.

(7) Responsible for the overall quality control of payroll before it goes to OSA.

(8) Routes Economic Hardship Pay requests to OSA.

e. J4/JLOC:

(1) Coordinates with J1/JPOC about which STARs are authorized per diem based on operational mission requirements, location and availability of catered meals.

(2) Coordinates with OSA at the end of each SAD mission to reconcile per diem and correct over and/or under payments made to Service Members.

f. J8:

(1) Maintains and updates TMDI 1340.01, SAD Pay Instruction, on biannual basis.

(2) Responsible for informing all applicable TMD agencies about changes to the meal and lodging rate set by the state comptroller annually.

g. OSA:

(1) Hires all Texas Military Department Personnel into the State Pay System (Centralized Accounting and Payroll/Personnel System, CAPPS) so they can be paid as temporary State Employees.

(2) Inputs all Office of the Attorney General Child Support Withholding Orders into CAPPS.

(3) Updates Direct Deposit information in CAPPS with data from MilPay and State Guard T1.

(4) Uploads the Payfile from Texas Military Department Personnel Emergency Management System into CAPPS and processes for pay.

(5) Returns Pay Statements to the J1/JPOC.

(6) Distributes pay at the end of each pay period.
(7) Coordinates with the J4/JLOC at the end of each SAD mission to reconcile per diem and correct over and/or under payments made to Service Members.

(8) Advises TAG on specifically allotted funds available for Economic Hardship pay requests.

6. INFORMATION REQUIREMENTS. This issuance is in accordance with state/federal law/DoD guidance.

7. RELEASABILITY UNLIMITED. Unlimited.

8. EFFECTIVE DATE. This instruction will expire 2 years from the effective date of publication unless sooner rescinded or suspended.

9. POINT OF CONTACT. The point of contact for this directive is the J8, Director of Resource Management, 512-782-3381.

TRACY R. NORRIS
Major General, TXARNG
Adjutant General

2 Encls
1. References
2. Definitions

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Enclosure 1

References

Texas Government Code, Title 4, Chapter 437, Sections 437.212, 437.219, and 437.220, Added by Acts 2013, 83rd Leg., R.S., Chapter 1217 (S.B. 1536), sec. 1.01, 1 September 2013

Federal Military Pay Tables, updated each calendar year, located at: https://www.dfas.mil/militarymembers.html

Federal Basic Allowance for Housing Tables, updated each year, located at: https://www.defensetravel.dod.mil/site/pdcFiles.cfm?dir=/Allowances/N on-Locality_BAH/

Joint Force Texas Regulation 1-02, State Active Duty for Texas Military Forces Full-time Members, February 2009.
Enclosure 2
Definitions

**State Active Duty (SAD)**
The performance of military or emergency service for the state at the call of the governor or the governor's designee. The authority for SAD is outlined in Texas Government Code § 437.005. The authority for SAD is reserved for the governor but can be delegated to the TAG at the governor's discretion. A Service Member called to state active duty or to state training and other duty has the rights, privileges, duties, functions, and authorities conferred or imposed by state law.

**Texas National Guard (TXNG)**
Comprised of both the Texas Army National Guard (TXARNG) and the Texas Air National Guard (TXANG).

**Texas State Guard (TXSG)**
Comprised of state military personnel who provide emergency response and community service to the State of Texas.

**Texas Military Department (TMD)**
Comprised of the TXNG and the TXSG.

**Basic Allowance for Housing Reserve Component/Transient (BAH RC/T)**
A non-locality housing allowance for members in particular circumstances, published annually and is determined by increasing the previous year's rates by the national average percentage growth of housing costs.

**Basic Allowance for Subsistence (BAS)**
An allowance to offset the cost of a Service Member's meals.

**Daily Pay Rate (DPR)**
A pay rate for TXNG members making below an established minimum on SAD orders as well as TXSG members serving on SAD orders.

**Economic Hardship Pay (EHP)**
Supplemental pay available to TXNG members called to active duty federal or state service in an amount not to exceed the lesser of the amount required to alleviate the economic hardship the member suffers as a result of serving on active duty or the difference between the amount of income that the member has lost from civilian employment as a result of being called to military duty and the amount of military pay and allowances the member receives from state or federal sources while on military duty. This pay is subject to TAG approval and availability of funds.

**Long-term SAD Contracts**
A result of missions in which an agency other than TMD provides financial support, such as a grant.

**Personnel Emergency Management System (PEMS)**
The system utilized by TMD to generate all SAD orders and provide accountability of all personnel for payroll purposes.
Integrated Pay and Personnel System – Army (IPPS-A)
The system utilized by the TXARNG to maintain personnel administrative details pertinent for payroll purposes.

State of Texas Assistance Request (STAR)
A request for emergency assistance from the state generated as a result of a contingency.

Military Personnel Data System (MiPDS)
The system utilized by the TXANG to maintain personnel administrative details pertinent for payroll purposes.

Joint Reception, Staging, Onward Movement and Integration (JRSOI)
A process that transitions personnel, equipment and materials into forces capable of meeting the commander’s operational requirements.

State of Texas Assistance Request (STAR)
A request for emergency assistance from the state generated as a result of a contingency.