



Texas Military Department

DIRECTIVE

NUMBER 1235.01

Aug 13, 2020

NGTX-JRZ

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

References. See Enclosure 1.

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

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

3. POLICY.

a. National Guard service members are paid in accordance with the current fiscal year military pay table according to their grade and years of service. If a 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 of \$151.

b. Texas State Guard service members will be paid a daily rate equivalent to the meal and lodging rate set by the State Comptroller each fiscal year. The FY21 rate is \$151.

4. RESPONSIBILITIES.

a. Individual Units: Maintain up-to-date information on all service members in administrative systems, provide copies of SAD orders accessible via Personnel Emergency Management System (PEMS), and route pay inquiries.

b. J1/JPOC: Interface with individual units, coordinate payroll with Office of State Administration (OSA), and ensure all units are 100% validated by the end of payroll.

c. OSA: Hire TMD service members into State Pay System (Centralized Accounting and Payroll/Personnel System, CAPPs), coordinate with J1/JPOC to ensure service member direct deposit and administrative information is available, and distribute pay.

5. INFORMATION REQUIREMENTS. If applicable.

6. RELEASABILITY. Unlimited.

7. EFFECTIVE DATE. This directive will expire two years from the effective date of publication unless sooner rescinded or superseded.

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

Encl
References


TRACI R. NORRIS
Major General, TXARNG
Adjutant General

DISTRIBUTION:

A

MAJOR GENERAL TRUBE



TMD
Official

Enclosure 1

References:

- a. 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
- b. Federal Military Pay Tables, updated each calendar year, located at: <https://www.dfas.mil/militarymembers.html>
- c. Federal Basic Allowance for Housing Tables, updated each calendar year, located at: <https://www.dfas.mil/militarymembers.html>
- d. Joint Force Texas Regulation 1-02, State Active Duty for Texas Military Forces Full-time Members, February 2009.