



## Texas State Guard

# INSTRUCTION

**TXSGI 1340.01**  
12 March 2018

NGTX-XHZ

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SUBJECT: State Active Duty (SAD) Stipend and Expense Reimbursement Requirements

References. NA.

1. PURPOSE. This instruction describes the requirements necessary for Texas State Guard (TXSG) personnel to receive SAD stipend and expense reimbursement. It outlines the process to resolve associated issues.

2. APPLICABILITY AND SCOPE. This instruction applies to all TXSG personnel.

3. DEFINITIONS. NA.

4. POLICY. Receipt of SAD stipend and expense reimbursement by TXSG members are subject to multiple requirements.

a. SAD stipend and expense reimbursement must have been authorized through the J3, TXSG.

(1) The TXSG J3 has designated the mission, training, or activity as eligible for receipt of SAD stipend and/or expense reimbursement.

(2) The J3 has designated the type of payment authorized: stipend, per diem, mileage, rental vehicle, airfare, parking or lodging.

(3) Stipend, per diem, and travel expense reimbursement are not authorized for drill credit (training attended in lieu of a monthly drill).

b. Participation in the mission, training, or activity must be verified by personnel status report (PERSTAT).

c. Member personal data in the TXSG Readiness Management System (RMS) must be correct.

- (1) Mailing address must be primary residence.
- (2) Mailing address cannot contain any special characters (e.g. #, &, @).
- (3) Copy of valid social security card must be on file.
- (4) Copy of non-expired Texas driver's license must be on file.

d. Missing or incorrect payments

(1) Receipt of payment is monitored by TXSG J1 in coordination with the Texas Military Department (TMD) United States Property and Fiscal Office (USPFO).

(2) Incorrect payment or non-receipt of payment should be reported through component personnel office to the TXSG, J1 Pay Issues mailbox at [payissues@txsg.state.tx.us](mailto:payissues@txsg.state.tx.us).

(3) Do not report incorrect or non-receipt of pay prior to 30 days following completion of the mission, training, or activity. This ensures enough time for the original pay action to be processed.

5. RESPONSIBILITIES. Unit leaders at all levels will disseminate and ensure adherence to this instruction. Failure to do so can result in TXSG members not being paid or reimbursed for authorized SAD.

6. INFORMATION REQUIREMENTS. NA.

7. RELEASABILITY. Unlimited.

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

9. POINT OF CONTACT. J1, TXSG at 512-782-6223.



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