

## **Military Pay Process**

### **MILITARY PAY**

#### **STEP 1**

#### **ACTIVATION (MOBILIZATION)**

- ◇ Base Pay only is started when HQ RIO/IPR updates MILPDS Mobilization Dates
- ◇ Member's MUST forward a copy of the Activation (mobilization) order to HQ RIO Reserve Pay Office (RPO). AF 938 Activation Order-block 11 indicates mobilization (no signature required)
- ◇ Once HQ RIO/RPO has received the order notifying that the member is activated, they will process basic applicable Military Pay Entitlements

#### **DEPLOYMENT (AEF Volunteer)**

- ◇ Send AF 938 w/ applicable signatures immediately at start of orders. Complete blocks 36 A&B, 40 (leave the release portion blank), and 40-44. *Direct deposits are on the 1<sup>st</sup> and 15<sup>th</sup> of the month (the very first deposit may be on a different day).*

#### **FOLLOW-ON to AOR**

#### **STEP 2**

- ◇ Member's MUST send a copy of ONE of the following to HQ RIO/RPO after arriving to AOR (accomplish with PERSCO team if able):
- ◇ Signed travel voucher providing AOR arrival date
- ◇ AF FORM (AF IMT 1881 ) signed by Commander at duty location.
- ◇ E-mail w/ digital signature from Program Manager concurring w/ arrival date in AOR (last option)
- \* Failure to complete step 2 will result in pay errors.

#### **RETURN from AOR**

#### **STEP 3**

- ◇ Immediately upon return from AOR, contact HQ RIO/RPO to stop entitlements.
- \* Failure to complete step 3 will result in pay errors.

#### **End of Orders**

#### **STEP 4**

- ◇ At the end of the tour (block 14 release date), member's MUST forward certified AF 938 orders to the HQ RIO/RPO. Complete boxes 36 A-D, 37-39, and 40-44 release date.

## **Military Pay Entitlements**

### **Deployment & Payment Entitlements Vary By the actual location of your deployment.**

#### **Base Pay**

Determined by time in service and rank. Ref: DODFMR Vol 7A, Chap 1

#### **Non-taxable Allowances are as Follows**

##### **Basic Allowance For Housing**

Mobilization BAH is based upon zip code and is determined by rank and by dependent status. Web Link: <http://www.defensetravel.dod.mil/site/otherrates.cfm>

**Ref: JTR Chapter 10**

##### **Basic Allowance For Subsistence**

BAS is an allowance for meals. Officers receive \$223.04 per month (regardless of grade) and Enlisted receive \$323.87 per month.

**Ref: DoDFRM Vol 7A, Chap 25**

##### **Family Separation Allowance (FSA)**

FSA is authorized for members with dependents (dependent must permanently reside in your household) and military member married to another military member (if not deployed to the same location) when de-deployed for 31 days or more. Only one member can receive this entitlement at a time. FSA is \$250 per month (prorated). Complete a DD Form 1561 to claim FSA.

**Ref: DoDFRM Vol 7A, Chap 27**

#### **Leave**

2.5 days of leave is accrued after 30 consecutive days of active duty. Leave should be taken during tour dates or will be sold at end of tour upon signing a MFR.

**Ref : AFMAN 65-116V3**

## **Possible Military Pay Entitlements based on location**

### **Hostile Fire Pay (HFP)**

Service members assigned to Congressionally designated locations will receive this entitlement at a rate of \$225/month (not prorated).

**Ref: DoDFMR Vol 7A, Chap 10**

### **Hardship Duty Pay (HDP)**

Members are entitled to HDP when deployed to a qualifying OCONUS location for 31 consecutive days. This entitlement is prorated daily and rates vary depending on deployment location..

**Ref: DoDFMR Vol 7A, Chap 17**

### **Combat Zone Tax Exclusion (CZTE)**

If Congress declares your deployed location a combat zone area, you are exempted from federal and state income tax withholdings. Officers are limited on tax exempt earnings. Any leave earned in a CZTE area is also tax exempt if used or sold outside the tax-exempt period.

**Ref: DoDFMR Vol 7A, Chap 44**

### **US Savings Deposit Program (SDP)**

The SDP allows deployed members to earn 10% APY interest on un-allotted pay & allowance (pay received on payday before the date of deposit minus authorized deductions and allotments). Members must be de-deployed to a qualifying location for at least 30 days. Contact the Finance Office at your deployed location about SDP enrollment.

**Ref: DoDFMR Vol 7A, Chap 51**

**For questions regarding your exact entitlements, please contact your servicing RPO.**

### **HQ RIO/RPO**

HQ RIO RPO Org Box: [arpc.riorpo.1@us.af.mil](mailto:arpc.riorpo.1@us.af.mil)  
PHONE (All Desks) (720) 847-3711 (DSN: 847-3711)

## **Travel Pay Process**

**NOTE: Military Pay is processed by your RIO pay Office (RPO) - Travel Pay is settled using travel vouchers submitted to the IMA Travel Office**

- ◇ Member's MUST submit completed Travel Vouchers to the IMA Travel Office at Buckley AFB in order to be paid for any travel entitlements. Include travel voucher, AROWS AF 938 orders, 1610 travel orders, CED orders, Form 1164, and receipts.
- ◇ Member's MAY submit the travel voucher at the end of the tour or at any time prior for partial settlement. Some members will file travel vouchers every 30 days to allow GTC payments.
- ◇ Include email address & deployed email contact
- ◇ Please note the updated email address below!

### **IMA TRAVEL OFFICE**

**Org box**      [arpc.hqrio.travel@us.af.mil](mailto:arpc.hqrio.travel@us.af.mil)  
**Office**        (720) 847-3501 (DSN 847-3501)  
**FAX**            (720) 847-3969 (DSN 847-3969)

\*Include cover sheet with any fax—name, phone, email, & number of pages

**Mailing address is:**

HQ RIO/IR TRAVEL OFFICE  
18420 E. Silver Creek Ave.  
Bldg. 390, MS68  
Buckley AFB, CO 80011