

## INFORMATION PAPER

AHRC-RMF-R

10 January 2012

SUBJECT: Active Duty and Inactive Duty Training Pay Procedures for DIMA and ARE Program Participants

### 1. Reference.

- a. DoD Financial Management Regulation 7000.14-R, Volume 7A, Military Pay Policy and Procedures – Active Duty and Reserve Pay
- b. AR 140-145, Chapter 3-3, Finance and Disbursing
- c. AR 37-104-4, Military Pay and Allowance Policy
- d. USAR Pam 37-1, Chapter 3, Inactive and Active Duty Pay Procedures

2. **Purpose.** This information paper provides guidance for submitting active duty orders and inactive duty training (IDT) for processing. Specific guidance is provided for orders 1-7 days, 8-29 days, orders 30 days or more and IDT DA Form 1380 submissions.

### 3. Individual Active Duty Pay.

a. Certification: All periods of individual active duty (e.g. AT, ADT, and all forms of ADOS) require certification of duty completion by someone with the knowledge of the Soldier's duty performance. When possible, the person certifying should be someone at the training site. AHRC Form 3924 (Certificate of Performance) will be used. AHRC Form 3924 located at <https://www.hrc.army.mil/site/protect/reserve/soldierservices/pay/paydocsubmit.htm>

b. 1-7 day orders will be submitted for pay when the duty is complete. Either the DIMA coordinator or the soldier can submit the documentation. Required are the AT duty orders and a properly completed AHRC form 3924. These will be submitted to HRC, Reserve Pay FAX (502-613-4547) or email [usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil](mailto:usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil) before payment can be calculated. The goal is to have these documents on their way within 72 hours of completion of duty.

c. 8-29 day orders can be submitted to the HRC Reserve Pay Office on the first day of duty, to ensure soldier receives payment by the last day of duty. When duty is complete, soldier/DIMA coordinator must submit the completed AHRC form 3924. Orders that are submitted to the Reserve Pay Branch on or after the end of duty must be accompanied by completed AHRC 3924.

d. Orders more than 30 days will be processed by the servicing DMPO (Defense Military Pay Office) nearest to the soldier's duty location.

#### **4. Travel.**

a. If duty location is inside commuting distance, soldier is entitled to ONE (1) round trip mileage reimbursement if Soldier uses his/her own POV. The soldier should write the mileage on the order so that HRC, Reserve Pay can input the mileage reimbursement.

b. If the order is outside of commuting distance, a travel voucher will need to be filed. Some proponent agencies are using the Defense Travel System for their DIMAs and some have the soldier file a manual DD 1351-2 to DFAS-Indianapolis.

c. Allowable travel time: Soldiers traveling inside the Continental United States are given 1 travel day at the beginning of the order if duty is outside commuting distance. If Soldier traveling outside the Continental United States, the Soldier will submit a copy of the travel vouchers (DD Form 1351-2) to determine travel days.

#### **5. DIMA IDT Pay.**

a. Pay procedures: All DIMAs, regardless of residence, will be processed into Defense Joint Military Pay System-Reserve Components (DJMS-RC) by HRC. Finance forms are to be returned to HRC Reserve Pay (AHRC-RMF-R) within 72 hours after completion of IDT periods for pay. Proponent agencies will determine training dates, prepare DA Form 1380, and certify satisfactory IDT performance. Certifying officers or their designated representatives must have a signature card, AHRC Form 3, on file with HRC (AHRC-RMF-R).

b. Servicemen's Group Life Insurance (SGLI). DIMA Soldiers, including non-DOD agency DIMAs, are authorized SGLI coverage as long as they are assigned to a unit or position in which they may be required to perform active duty or active duty for training. DIMAs will be scheduled to perform at least 12 periods of inactive duty training each year; these periods must be creditable for retirement. Upon assignment to DIMA positions, Soldiers will receive a packet of forms that must be completed for accession into DJMS-RC. Soldier moving from a TPU to DIMA status will have his/her current SGLI coverage terminated to prevent duplicate billing by HRC. DFAS-IN will automatically deduct the SGLI premium from the DIMA's pay. Additional SGLI information is available at: [www.insurance.va.gov](http://www.insurance.va.gov).

c. Pay certification. Handle pay certification as follows:

(1) Proponent agency heads or their designated representatives will certify all IDT performance on DA Form 1380.

(2) As IDT performance is certified, the DA Form 1380 will be forwarded to HRC (AHRC-RMF-R) within 72 hours of duty completion, and a copy will be given to the Soldier for his/her personal records. HRC will verify the accuracy of all submissions as well as the validity of the certifying official before processing.

(3) Travel expenses to and from the duty location as well as those incurred at IDT sites are not reimbursable. However, DIMAs may be authorized to perform temporary duty (TDY) once they have reported to their designated duty station so long as such funding is provided by their proponent agency using their own operation & maintenance Army (OMA) funds.

d. Pay administration. DIMA Coordinators are responsible for:

(1) Ensuring DIMA Soldiers are authorized to perform 48 IDT's for pay. HRC will issue a separate assignment order to confirm a Soldier's eligibility to participate in the DIMA program. DIMAs will not be authorized to perform IDT for pay until they have received the appropriate authorization orders containing the statement "DIMA-PAY CAT B" to include the specified number of authorized IDT periods for pay. Additionally, DIMAs will not be authorized to perform IDT until they have

completed and returned their pay packets to HRC (AHRC-RMF-R). (See also paragraph 5 a. of this document)

(2) Forwarding DA Forms 1380 to Cdr, HRC (AHRC–RMF-R), 1600 Spearhead Division Ave, Fort Knox, KY 40122-5301, FAX: 502-613-4547 or email the documents to [usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil](mailto:usarmy.knox.hrc.mbx.g8-reserve-pay@mail.mil) The goal is to have these documents on their way within 72 hours of completion of duty.

(3) Assisting their DIMA Soldiers with pay inquiries, if necessary. In resolving pay issues, authorized DIMA Coordinators are encouraged to coordinate directly with the HRC, Reserve Pay Support Office (AHRC–RMF-R), which has primary responsibility for all DIMA pay issues (Commercial 502-613-4405 or DSN 983-4405). **DIMA Soldiers are to use their Pay Support Channel, which begins with the DIMA Coordinator.**

(4) Informing DIMAs of current policies and procedures that may affect their entitlements, frequency, or manner of payment.

e. Pay inquiries.

DIMAs will submit pay inquiries through their DIMA Coordinator to HRC. HRC Reserve Pay Office will resolve pay problems as they occur and respond through the DIMA Coordinator or directly with the DIMA Soldier as appropriate.

**6.** For further information or guidance, contact reserve pay branch, Human Resources Command, at commercial 502-613-4405, DSN 983-4405.

Jose L. Falcon  
CPT, FI  
Chief, Reserve Pay Branch