

ADSW/MOBILIZATION CHECK-IN PROCEDURES AND PAY GUIDANCE

****The initial pay account will NOT open for an average of 20 days from the date of report.** This is because the gain process is a Strength Gain vice Activity Gain onto Active Duty which takes multiple days to update in multiple databases. If the gain happens to fail due to a prior Active Duty Debt or your prior NOSC not losing you properly then the gain will take an additional 20 days for DFAS intervention.

*****Please allow 30 days for your first LES and full entitlements to be credited to your account.*****

REQUIRED CHECK-IN LOCATIONS

- _____ NMPS Pearl Harbor (if orders require)- Must check-in on start date for pay to begin
- _____ **Gabrunas Hall (850 TICONDEROGA ST, STE 100, Building 1323) – to receive TLA Authorization and SNA for FSH Housing Entitlement**
- _____ Arizona Hall to request a BEQ/BOQ room while on TLA
- _____ DEERS ID Site at PSD Pearl Harbor to update Active Duty status in system- Must wait 7 days for Gain to process in DEERS Site
- _____ Welcome Center to update TRICARE (Makalapa Medical Center)

NMPS REQUIRED FORMS:

All forms MUST be completed regardless if they were completed in a Drilling status

- _____ VA Pension PG13 (must be signed by service member)
- _____ BAH PG13 (must sign and certify the BAH Single Section)
- _____ TSP Election Form (Part I, Part II, & Part IV MUST be completed even if TSP is not wanted)
- _____ State of Legal Residence (must match State Tax Election State)
- _____ Form W-4 (Complete blocks A-H, 1-7, including member's signature)
- _____ Direct Deposit Sign-Up form (Section 1 & 2 **must be completed** to start Active Duty pay entitlements)
- _____ SGLI Form (Complete ALL blocks including ADDRESSES for all beneficiary's) **NPC WILL NOT ACCEPT ERRORS ON FORM**
- _____ Family SGLI (Complete if married, or else FSGLI will automatically begin at 100% once DEERS is updated)
- _____ Family Separation Allowance (DD Form 1561)- Complete if your Dependents did not accompany you.
- _____ Overseas Housing Allowance Report (DD Form 2367)- Complete only if Permanent Residence is not U.S.
- _____ Copy of Flight Itinerary to show travel days

NMPS CPC will forward documents if NMPS Pearl Harbor processed Strength Gain.

Ultimate Command CPC's will forward documents if member was gained by a CONUS NMPS Site.

OFFICER UNIFORM ADDITIONAL CLOTHING ALLOWANCE (\$200):

Only applicable if you have been off Active Duty Orders (ADSW,MOB, ADT/AT over 90 days) for over 2 yrs

- _____ Complete form NAVMC 11059, Part 1B
- _____ Ultimate Command CO **must** endorse Part II
- _____ Copy of last DD214, certifying that last Active Duty tour was over 2 years ago

Ultimate Command CPC's will forward NAVMC 11059 with CO's endorsement and a copy of the DD214 to the SELRES Division via TOPS to begin Clothing Allowance entitlement.

OCOLA FACTS (ADSW ONLY):

- _____ OCONUS COLA is paid to all members who are stationed (PCS) in HI.
- _____ OCOLA is paid at the 0(zero) Dependent Rate while on ADSW, unless dependents are command sponsored.
- _____ CONUS COLA is paid at the Dependent Rate only if Permanent Residence Location rates COLA.
- _____ DUAL OCOLA is paid only if Permanent Residence is overseas (other than Hawaii/Alaska)

FAMILY SEPARATION HOUSING (FSH) - ADSW ONLY:

Payable to members with Dependents who are on unaccompanied orders

- _____ SNA from Gabrunas Hall is required to approve Hawaii Single BAH for commercial lodging
- _____ All paygrades are required to check-in with Gabrunas Hall to receive FSH
- _____ Copy of Lease Agreement must be forwarded to PSD

Ultimate Command CPC's will forward SNA & Lease to the SELRES Division via TOPS to begin FSH entitlement.

OCOLA, Housing, Meal, and Per Diem rates can be found at <http://www.defensetravel.dod.mil/perdiem/>

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NOTES TRAVEL CLAIM FOR MOB's:

- _____ HI Commercial Lodging is reimbursed via a monthly partial travel claim (SNA is required)
- _____ Per Diem is paid at the commercial meal rate of \$126 per day
- _____ NMPS authorized rental cars are only reimbursed for the dates that NMPS endorses on orders (while attached to NMPS)

TRAVEL CLAIM FOR ADSW:

- _____ Only travel days will receive Per Diem (Date arrived to HNL will be the stop date for travel)
- _____ NMPS authorized rental cars are only reimbursed for the dates that NMPS endorses on orders (while attached to NMPS)

Ultimate Command CPC's will forward travel claim, SNA, Orders, Lease and Rent Payment Receipts to the SELRES Division via TOPS.

TEMPORARY LODGING ALLOWANCE (TLA):

Payable to members while searching for commercial lodging

Payable in 10 day increments at 65% for members only(max \$115 lodging per day and \$81.90 M&IE per day)

- _____ TLA Authorization from Gabrunas Hall is required every 10 days
- _____ All paygrades are required to check-in with Gabrunas Hall to receive TLA
- _____ Copy of BEQ/BOQ receipt must be forwarded to PSD every 10 days

Ultimate Command CPC's will forward TLA Authorization & lodging receipts every 10 days to the SELRES Division via TOPS to reimburse TLA.

PAY FACTS:

1. Single members are only eligible to receive resident BAH. HI BAH or FSH is NOT authorized. Member may request a barracks room at no cost IF room is available.
2. BAH is determined by Permanent Residence Location
3. OCOLA is paid at the single rate
4. FSA is authorized only if member lived with dependents prior to start date of orders
5. FSH is authorized only if member lived with dependents prior to start date of orders
6. FSA begins at day 31 (will reflect on 2nd months LES)
7. DFAS LES will not convert from Reserve to an Active Status for up to 60 days
8. Direct Deposit information does not transfer from your Reserve Account automatically, a form must be filled out for both Pay and Travel Claims.
9. ORDER MODIFICATIONS must be forwarded to PSD upon receipt or else pay entitlements will stop on the original end date of orders

ADSW/MOB SEPARATIONS

All ADSW, Mobilized SELRES, and SELRES on ADT orders longer than 90 days MUST check out via PSD's Separations Section. If order modifications have been received with extension dates they must be forwarded via TOPS to the SELRES section.

CPC's must submit the following items to the Separations Section via TOPS:

- Copy of endorsed Orders (including all MOD's)
- VMET printout (www.dmdc.osd.mil/vmet)
- Copy of prior DD214
- Copy of Leave Chits
- Copy of awards and schools earned during this period
- Copy of ARPR/ASOSH
- Terminal Leave or Lump Sum Leave Chit

Ultimate Command CPC's will forward Separations Package to the SEPARATIONS Division via TOPS. Make sure to request an appointment on your TOPS transaction.

SELRES EXTENSIONS :

DIVO	Mrs. Lloyd	x5504
ADSW/MOB	Ms. Cara	x5517
AT/ADT	Mr. Duncan	x5523
AT/ADT	Mrs. Barker	x5521