



National Guard Bureau
111 South George Mason Drive
Arlington, Virginia 22204

NGB-ARH

FEB 17 2010

MEMORANDUM FOR The MILPOs, USP&FOs, HROs and J-1

SUBJECT: Army National Guard Policy Guidance for Cash Reimbursement for Unused Post-Deployment/Mobilization Respite Absence (PDMRA) for Reserve and National Guard Personnel During the Period of January 19, 2007- August 18, 2007 (NGB-ARH Policy Memo #10-013)

1. References:

(a) Under Secretary of Defense Memorandum, Department Implementing Instructions Section 604, BENEFITS UNDER POST-DEPLOYMENT/MOBILIZATION RESPITE ABSENCE PROGRAM FOR CERTAIN PERIODS BEFORE IMPLEMENTATION OF PROGRAM, of the national Defense Authorization Act for Fiscal Year 2010 (FY10 NDAA), February 1, 2010 (enclosure 1).

(b) Under Secretary of Defense Memorandum, Subject: Unused Post-Deployment/Mobilization Respite Absence (PDMRA) for Reserve and National Guard Personnel, January 14, 2009 (enclosure 2).

(c) Headquarters, Department of the Army, Memorandum, Subject: Army Policy Guidance for Cash Reimbursement for Unused Post-Deployment/Mobilization Respite Absence (PDMRA) for Reserve and National Guard Personnel During the Period of January 19, 2007- August 18, 2007, February, 12, 2010 (enclosure 3).

2. Effective immediately, this memorandum implements Army National Guard policy guidance set forth in reference (a) and applies to all Soldiers and former Soldiers qualifying for PDMRA between the Office of the Secretary of Defense (OSD) announcement of the program on January 19, 2007 and publication of the Army implementation guidance on August 18 2007. This authority expires on October 28, 2010. There is no authority to expand this authority to compensate other Soldiers outside the period of the authority in reference (a).

3. The spread sheets distributed under separate email distribution are the supplemental spread sheets required by the HQDA G-1 guidance reference (c) above and are required to be in the proper format and attached to the DA Form 4187 for final submission when requesting this special pay. Specific instructions for proper reconciliation and final submission follow:

(a) First and foremost; all records substantiating claims are required to be filed and maintained at the State/Territory level for future internal review. This includes, but is not

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limited to certified true copies of the DA Form 4187 requesting payment, the spread sheet, DA Form 31s indicating PDMRA Days Used, Mobilization Orders and all amendments, and other records as necessary.

(b) Each State MILPO or USP&FO (O6 or above signature only) will sign the DA Form 4187 required by HQDA G-1 policy verifying and validating the Soldiers listed on the attached spread sheet are eligible to receive the cash payment authorized in references above. To facilitate expeditious processing; NGB-ARM has provided a by State breakout populating the following fields: State, SSN, Name, Rank, Current/Last Known Address, and Days Earned.

(c) The address for the DA Form 4187 "thru" is: NGB-ARC-F, ARNG Financial Services Center, ATTN: CPT Baltimore, 8899 E. 56th Street, Column 118 D, Indianapolis, Indiana 46249-5100.

(d) The address for the DA Form 4187 "to" is: DFAS, DFAS-IN-JFL, Director of Military Pay Operations, Dr. Deborah Bielling, 8899 E. 56th Street, Column 309 E, Indianapolis, Indiana 46249-5100.

(e) The States are responsible for completing each spread sheet for their respective State to the best of their ability, obtaining the authorizing signature and final submission at the earliest possible date, but no later than 1 October 2010, to facilitate final payment prior to the authority expiration date of 28 October 2010. No extensions of this suspense are authorized.

(f) The States will ensure data in columns F, H, I and J are completely filled in for each Soldier and that the data is correct, in particular the data in "Current/Last Address is critical for payment. The "Cash Entitlement" amount is equal to the number of days due times \$200 per day. Data entry for "PDMRA Days Used" must be either 0 or a number higher; no "UNK" or "NA" entries are accepted. When PDMRA Days Accrued and Used result in 0 PDMRA Days Due those Soldiers will not receive any payment under this authority. That data is relevant and must remain on the spread sheet for final tabulation. Soldiers who are added to the spread sheet will have an asterisk preceding their name and be annotated in RED text for ease of reference.

(g) All submissions are both via mail/email to: NGB-ARC-F, ARNG Financial Services Center, ATTN: CPT Baltimore, 8899 E. 56th Street, Column 118 D, Indianapolis, Indiana 46249-5100/ ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL. The electronic transmission will be a scanned signed copy of the original DA Form 4187 and the electronic final completed spread sheet in MS Office 2007 Excel format for each State.

(h) The data for "DFAS Paid Date" in column H must be entered by ARNG, Financial Service Center personnel and then the spread sheet submitted thru

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NGB-ARH, via email at: NGB-ARH@ng.army.mil for final reporting to HQDA G-1, Compensation weekly as the spread sheets are consolidated and final payment is completed.

4. Once NGB-ARH receives the weekly report from ARC-F, we will scan and iPERM each record into the individual Soldier's mobilization record for archiving. For those Soldiers who have since retired or honorably separated from service and who subsequently receive payment under this authority we will transmit records to HRC St. Louis for PERM filing in each Soldiers record.

5. Soldiers who have separated from the service or retired may no longer have a valid open bank account to receive an Electronic Funds Transfer (EFT) for payment. It is critical that a current address be entered for every Soldier where their record on the spread sheet indicates they are no longer in end-strength ("N" in column I). Soldiers who have since retired or honorably separated from service and are otherwise eligible for payment under this authority will be required to submit an Application for Arrears in Pay, DD Form 827 and Direct Deposit Sign-up Form, SF 1199A (see encls 4 and 5).

6. The implementation and timely submission of this policy is critical due to the finite nature of the authority to pay this benefit. Please do not hesitate to prioritize this action and devote as many resources necessary to accomplish the submission of the payment request DA Form 4187s as soon as possible.

7. Point of contact for this action is COL Dennis P. Chapman, at 703-607-5904, or Mr. Ray Holdeman at 703-607-5851.

Encl

1. USOD Memo
2. HQDA Policy Memo
3. HQDA Policy Memo
4. Application for Arrears in Pay
5. Direct Deposit Sign-Up Form


MARRIANE E. WATSON
Colonel, GS
G-1, Army National Guard