

Active Duty Deployment Handout FAQs (Frequently Asked Questions)

List of entitlements Soldiers & Families can expect to receive (and when) while deployed.

- Soldiers will receive Hostile Fire Pay (\$225.00) per month. One day in country equals a full month's entitlement. This shows on the LES as Hostile Fire Pay.
- Soldiers will receive Hazardous Duty Pay (\$100.00) per month. This is a per day entitlement. If Soldier is in country for 2 days, they will only receive 2 days of HDP. This shows up on the LES as Save Pay.
- Soldiers will receive Family Separation Pay (\$250.00). This is a per day entitlement. This will be input by the Finance Battalion in theatre on the 31st day in country. The Soldier will complete the DA Form 1561 in theatre and it will be held in suspense. This will show on the LES as Family Separation Pay.
- Combat Zone Tax Exemption begins the same day Hostile Fire Pay begins and ends when Soldier exits theatre.

Procedures and finance support available to families while Soldier is deployed.

- Finance is here to support the families of a deployed Soldier. The spouse must obtain a special power of attorney. **A general power of attorney will only allow finance to print the Soldier's LES and hand it to spouse, nothing more.** A special power of attorney must specifically state the items the spouse can do on behalf of the soldier. Again, **SPECIFIC** is stressed. If SPC Doe's wife wants to start an allotment, it must specifically state, "Spouse to Start/Stop/Change allotment". It cannot simply read, "Submit pay changes" or "Change allotments". Any item the Soldier thinks his spouse may need access to, should be written into the specific power of attorney.
- Inquire about monthly entitlements from _____ to _____ (specific dates) or Soldier can limit access to specific entitlements; i.e., Basic Pay, Separate Rations, Family Separation. Keep in mind if Soldier states specifically, "Basic Pay", then Basic Pay is all Finance will discuss with the family member.
- Bonus payments - Inquire about bonus payments.
- EFT - Change accounts, close accounts, inquire into EFT account.
- Taxes - Request W2, inquire about prior year's taxes.
- Housing - Submit DA Form 5960 and supporting documents to finance to stop/start/change BAH for termination of quarters/divorce/change of dependency status.
- Leave - Inquire about leave balance, inquire about leave taken, request DA 31, etc.

Number of leave days a Soldier can accumulate without losing any.

- Special Leave accrual is covered in AR 600-8-10. Instructions are clearly defined in the AR 600-8-10, down to providing examples of the memorandum necessary. In order to restore the leave lost in (year), the soldier must meet the criteria and have this memorandum initiated by the commander and submitted through the proper channels for approval. Once approved, this memorandum can be submitted to Finance to restore any leave lost.
- Leave lost will be a concern for the Soldiers currently with a 60.0+ leave balance. The Soldier must use all the leave in excess of 60.0 days prior to 30 September or have Special Leave Accrual approved. Many Soldiers mistakenly think they only have to be in a leave status on 30 September. **This is not the case.** They must **USE** all days in excess of 60 prior to 30 September or lose it.
- The leave carried over cannot be cashed in. It is for "use" only.

Type of documentation family members will need to present to finance to process/remedy a pay issue.

- Specific power of attorney (see above).

TSP and Savings deposit program.

- Thrift Savings information can be found online at tsp.gov.
- Finance can start TSP deductions with submission of the TSP-U-1. Finance cannot change the percentage of the deduction once it has been started.
- Savings Deposit Program - see handout.