

STATE OF ALASKA  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
Headquarters, Alaska National Guard  
Joint Base Elmendorf-Richardson, AK 99505-0800

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DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
STATE ACTIVE DUTY (SAD) PROCEDURES

This printing publishes a new Pamphlet  
which is effective 1 January 2014

THOMAS H. KATKUS  
Major General, AKARNG  
The Adjutant General

Official:  
EDITH M. GRUNWALD  
Col, AKANG

**SUMMARY:** This directive establishes procedures to be followed by Department of Military and Veterans Affairs (DMVA) Uniform Services personnel ordered to State Active Duty.

**APPLICABILITY:** Contents of this document apply to all DMVA Uniformed Services personnel.

**SUPPLEMENTATION:** Supplementation of this regulation is prohibited unless prior approval is obtained from - the Deputy Commissioner DMVA.

**INTERIM CHANGES:** Interim changes to this regulation are not official unless they are authorized by the Deputy Commissioner DMVA.

**SUGGESTED IMPROVEMENTS:** Users are invited to send comments and suggested improvements to AKNG - JFHQ /J1, P.O. Box 5800. JBER, Alaska 99505-0800.

**DISTRIBUTION:** DMVA – DAS; AKNG J-Staff

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Proponent: The proponent for this pamphlet is the AKNG JFHQ-J1, Joint Base Elmendorf-Richardson, Alaska.

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## CHAPTER 1 GENERAL

### 1-1 Purpose: This pamphlet establishes Department of Military and Veterans Affairs (DMVA) policy and procedures for State Active Duty (SAD)

The purpose of the State Active Duty program will be in accordance with Alaska Statute 26.05.070 which reads, "In the event of war, disaster, insurrection, rebellion, tumult, catastrophe, wildland fire, invasion, or riot; or if a mob or body of men act together by force with intent to commit a felony or to offer violence to persons or property, or by force and violence to break and resist the laws of the state, or the United States; or in the case of imminent danger of the occurrence of any of these events; or whenever responsible civil authorities fail to preserve law and order, or protect life and property, or the governor believes that failure is imminent, the governor may order the organized militia or any part of it, into active state service to execute the laws and to perform duties in connection with them that the governor considers proper. Whenever any portion of the militia is ordered into active state service by the governor, it becomes an additional police force, retaining its separate entity and operating at all times as a military organization under military command, with power to cooperate with but not to supersede the existing civilian law enforcement officers whenever possible, for the re-establishment of law and order and for the protection of life and property. The governor may also order members of the organized militia to active state service, with their consent, for the purpose of training or for full-time duty with the office of the adjutant general. In the event of wildland fire, the governor may delegate to the adjutant general the governor's authority under this section to order some or all of the organized militia into active state service to fight wildland fire. In this section, "wildland fire" includes the uncontrolled burning of grass, brush, timber, and other vegetative material."

## CHAPTER 2 PROCEDURES

### 2-1 Procedures for Placing Individuals on State Active Duty:

- 1) When the Adjutant General determines that a State emergency or other valid requirement exists, he/she alerts the Air/Army Commanders and Director of the Joint Forces Headquarters. The Director of the Joint Forces Headquarters alerts the Alaska State Defense Force or Alaska Naval Militia Commanders and the AKNG J-Staff Directors and the Adjutant General's Special Staff to include the J3/5/7 Director of Operations, J1 Director of Personnel and Manpower, J4 Director of Logistics, AKNG State Judge Advocate, USPF&O, and Inspector General of the emergency requirement as soon as possible. The respective commanders and directors verbally notify their subordinate unit commanders who determine which personnel are available for use in the state for the emergency or immediate response. Personnel may initially be deployed by Verbal Orders of the Commander (VOCO) for emergency situations followed with appropriate administrative actions. Additionally, the Commissioner's office will contact and advise the Governor's office of the need and circumstances requiring personnel to be placed on SAD.
- 2) No later than the close of business the day after notification, responsible commanders will compile a list of personnel from their group or unit to be ordered to State Active Duty. Accompanying the list will be a completed SOA Payroll System Enrollment Form, IRS Form W-4, SOA Supplemental Annuity Plan Beneficiary Designation 401(a) form, and SOA Designation of Beneficiary for Unpaid Compensation form for each individual for which orders are to be published.
- 3) The AKNG J1 office will be responsible for publishing State Active Duty orders for all Alaska National Guard personnel to include the Alaska State Defense Force (ASDF) and Naval Militia.

### 2-2 Procedures for Publishing and Distributing Orders:

- 1) The completed SOA Payroll System Enrollment Form, IRS Form W-4, SOA Supplemental Annuity Plan Beneficiary Designation 401(a) form, and SOA Designation of Beneficiary for Unpaid Compensation form will be forwarded to the AKNG J1 office for the purpose of publishing the State Active Duty Order.
- 2) Orders will include the funding source for the State Active Duty as obtained by the J1, J3/5/7 or ASDF from the appropriate department, division, or project as applicable.

- 3) A unit order will be published for the duration of the State Active Duty period and an alpha roster of personnel activated will be attached. A unit order is for a unit which has been activated.

### 2-3 AGR/Technician Status during State Active Duty:

- 1) Except where listed below AGR/ADSW Personnel are prohibited by federal statute to perform SAD even in a leave status. However, all service members, including AGRs can perform lifesaving/significant property mitigation under **immediate response**. When an AGR's unit is ordered to active service pursuant to section 502 of reference a, or State Active Duty (SAD), the unit's AGR members may accompany the unit and continue to perform their normal AGR duties. Additionally, per NGB memorandum dated 17 Aug 2004, "Counterdrug personnel and equipment can still be used to support non-Counterdrug missions provided that such use involves a life or death emergency situation and that all costs are reimbursed to the Counterdrug Program," or when an ADSW Counterdrug Soldier's unit is called to SAD.
  - a) Immediate response is any form of immediate action taken to save lives, prevent human suffering, or mitigate great property damage under imminently serious conditions when time does not permit approval from a higher authority.
  - b) An immediate response shall end when the necessity giving rise to the response is no longer present (e.g., when there are sufficient resources available from State, local, and other Federal agencies to respond adequately and that agency or department has initiated response activities), when the imminent danger has ceased or when sufficient time is reached for the State to place Service members on a duty status appropriate for the mission, whichever comes first.
- 2) Title 32 Military Technicians:
  - a) Full-time permanent and indefinite military technicians may perform emergency state missions unrelated to their duty assignment, subject to the following conditions:
    - i) The duty the technician is performing is to prevent loss of life or major property damage under **immediate response**.
    - ii) The technician is in an official leave status. The technician has the option of using, but will not be required or directed to use annual leave, compensatory leave or LWOP instead of law enforcement leave (LEL), Military leave is not an option for SAD. Leave is not necessary for non-work, non-paid days.
    - iii) The technician's unit of assignment has not been activated. Should the technician's unit be activated while the technician is performing other state active duty in a leave status, the technician will return to duty with his/her unit.
  - b) Military Technician personnel are authorized 22 days (176 hours) of LEL for the purpose of performing State Active Duty under LEL declared emergency conditions. While on LEL status, technicians will be paid according to the provisions of 5 U.S. Code 5519, i.e. any pay and allowances received for LEL duty (other than travel, transportation, or per diem) will be credited against technicians pay for the same period. Dual compensation for technicians is not authorized in LEL status.
  - c) All requests for LEL will be forwarded in writing to the AKNG HRO office for a determination if LEL is authorized. To be considered for LEL the emergency need not be related directly to law enforcement support (e.g. disaster assistance, civil disturbance, or a prison disorder).
  - d) Any compensation received for State Active Duty while in an official leave status, other than LEL, may be retained by the Technician (ref: DoD 7000 FMR, Ch 8, sub para 080512).

### 1) Federal Tort Claims Act:

Federal Tort Claims Act does not apply to claims for property damage, personal injury, or death caused by negligent acts of omission by FTS personnel serving in a State Active Duty status while performing duties outside the parameters of NGR 600-5 and ANGI 36-101. The Federal Tort Claims Act does not apply for

military technician personnel while performing duties outside their normal technician duties during a state emergency, instead State laws apply. Alaska Statutes (AS) 26.05.140 deals with suits against officers and enlisted persons, and their indemnification by the State of Alaska, <http://www.legis.state.ak.us/basis/statutes.asp#26.05.140> and AS 26.05.150 <http://codes.lp.findlaw.com/akstatutes/26/26.05./26.05.150> deals with indemnification of commanding officers for decisions in the line of duty. Individual FTS personnel and/or the state will be liable for torts to the extent permitted under the law of the state, as just cited.

#### 2-4 Procedures for Certification of Attendance and Performance of State Active Duty:

- 1) Attendance: The Unit Commander or his designated representative will provide the AKNG-J1 with a certification of attendance for personnel ordered to State Active Duty. For periods of State Active Duty, the attendance roster and DMVA Form 15s (SAD Pay Sheets) will be submitted for payroll to AKNG J1 on the 1<sup>st</sup> and the 16<sup>th</sup> of each month to coincide with the processing of State payrolls.
- 2) The AKNG J1 and DMVA, Division of Administrative Services (DAS) or their designated representative are the only authorized signatures to certify State Active Duty performance for payment.
- 3) The AKNG J1 will ensure all orders, forms, attendance roster (to include name, rank, date of rank, years of service, PEBD, activation start and stop date, and mailing addresses) etc., for which he/she is responsible reach the DMVA/DAS for computation of pay.

#### 2-5 Procedures for Computation of SAD Pay Rates/Allowances and Payment of State Active Duty

- 1) Guard and ASDF members must be entered into the State of Alaska Payroll System before they can receive SAD pay. The AKNG J1 and the ASDF will complete and submit to the State of Alaska Division of Finance (through DMVA/DAS) a Payroll System Enrollment Form, IRS Form W-4, SOA Supplemental Annuity Plan Beneficiary Designation 401(a) form, and SOA Designation of Beneficiary for Unpaid Compensation for each Guard or ASDF member whenever it is anticipated that the individual may be performing SAD at any time in the future. In those instances when an individual has not been pre-enrolled in the State Payroll System and performs SAD a Payroll System Enrollment Form, IRS Form W-4, SOA Supplemental Annuity Plan Beneficiary Designation 401(a) form, and SOA Designation of Beneficiary for Unpaid Compensation must accompany the individual's first DMVA Form 15 before SAD Pay actions can be taken by the State.
- 2) DMVA/DAS will compute SAD daily pay rates and process the DMVA Form 15 for payment in conjunction with SOA payroll at the end of each pay period (15<sup>th</sup> and last day of each month). Guard and ASDF members will receive their SAD pay two weeks following the end of the pay period (e.g. for the pay period ending 15<sup>th</sup> of the month the individual will receive their pay on 30<sup>th</sup> of month).
  - a) Determining Alaska National Guard Members' and Alaska Naval Militia SAD Daily Pay Rate: In accordance with AS 26.05.260 members of the Alaska National Guard are entitled to receive a daily amount that is equal to 200% of the minimum basic daily pay amount authorized for members of the regular (active) service in the same grade/rank as the Alaska National Guard or Naval Militia member. The SOA has established a minimum daily pay amount based on the Consumer Price Index (CPI). The following are the steps required to determine this daily base pay rates for each pay grade/rank:
    - i) Go to Defense Department Internet site ([www.dfas.mil](http://www.dfas.mil)) and download current active duty military pay table.
    - ii) Locate the active duty monthly base pay rate for each pay grade based on years of service (E1 through E9) (O1 through O6) (O1E through O3E) and (W1 through W5) multiply by 12 (months) and divide by 365 (days in year) to determine the active duty daily base pay rate.
    - iii) Multiply the active duty daily base pay rate for each pay grade by 200% to determine the SAD Daily Rate.
  - b) Determining SAD Minimum Daily Rate: IAW AS 26.05.260 Members of the Alaska National Guard and

Naval Militia will receive a minimum daily pay rate which is calculated annually. The minimum amount is increased (recalculated) each state fiscal year immediately following the U.S. Department of Labor's publishing of the Consumer Price Index (CPI) for Anchorage after 1 July in accordance with AS 26.05.260. The CPI can be found on the State of Alaska, Department of Labor, Research and Analysis web site. The new state daily minimum rate is arrived at by applying the following formula.

- i) Locate the percentage increase at <http://laborstats.alaska.gov/cpi/cpi.htm> that occurred during the period of July 1 - June 30 for the previous 12 months. IAW AS.26.05.260, the amount of increase will be a minimum of 1% and a maximum of 4%.
  - ii) Take the current SFY SAD minimum rate times the CPI percentage increase for the previous SFY = current year annual increase amount.
  - iii) Current minimum SAD daily rate + current year increase amount = new minimum SAD rate.
  - iv) Apply the SAD minimum pay rate for those SAD individuals whose SAD daily base rate is lower than the SAD minimum pay rate.
  - v) The following is an example of this calculation for SFY14:
    - (1) Total percentage increase SFY13 – 2.7%
    - (2) \$143.97 (SFY13 minimum rate) X 2.7% (SFY13 percentage increase) = \$3.89 (increase amount)
    - (3) SFY13 minimum daily rate (\$143.97) + SFY14 current year increase (\$3.89) = \$147.86 (SFY14 minimum SAD daily rate)
- c) Determining ASDF SAD daily pay rate: In accordance with AS 26.05.260(j) pay rates for the ASDF members are equal to the pay and allowances based on the specific duties they are performing. The pay amount is to be equal to the range of a State of Alaska employee performing equivalent duties based on the salary schedule in AS 39.27.011.
- i) The Commander of the ASDF must submit to the State of Alaska Division of Personnel (through DMVA/DAS) a position description which clearly defines the duties the ASDF member will be performing. The State of Alaska Division of Personnel will review the position description, determine what the equivalent State position would be and notify DMVA/DAS so the daily SAD ASDF pay rate can be calculated.
  - ii) DMVA/DAS will calculate the daily SAD pay rate for ASDF members using the following formula: Monthly pay amount per salary schedule in AS.39.27.011 based on the position range, times 12 (months) divided by 1950 (working hours per year) times 7.5 (working hours per day) of equivalent State position.
    - (1) Sample Calculation for an ASDF Damage Assessor is equivalent to a SOA Safety Officer I which is a range 18: \$4841 (monthly rate in AS39.27.011 for a range 18) times 12 (months) divided by 1950 (working hours per year) times 7.5 (working hours per day) = \$223.43 (ASDF Safety Officer I SAD daily pay rate)
- d) Determining SAD Emergency Firefighter (EFF) hourly pay rate: AKNG members activated to state active duty in support of wildland fires will be paid at established EFF classification hourly rates in accordance with AS 41.15.030. These EFF classification hourly rates are updated annually in the Alaska Incident Business Management Handbook (AIBMH), chapter 1, which can be found on the Department of Natural Resources (DNR), Division of Forestry (DOF) website under "Wildland Fire & Aviation": <http://forestry.alaska.gov/fire/incidentmanagement.htm>.
- i) An annual memorandum between the Adjutant General and Commissioner of DNR will serve to establish the hourly rates for applicable duties performed by AKNG members in support of wildland fires, allowable under the provisions of AS 26.05.260.

- (1) Classification rate EFF-10
    - (a) Ground Operations Support
  - (2) Classification rate EFF-12
    - (a) Aircraft Pilot in Command
    - (b) Aircraft 1st Officer
    - (c) Aircraft Crew Chief
- ii) Hours worked by AKNG members activated to state active duty in support of wildland fires will be reported on Form OF-288, Emergency Firefighter Time Report. The OF-288 will be closed out on the 15th and last day of each month, if feasible or practical, to coincide with the Payroll processing schedule. Time closeout is mandatory on June 30th of every year due to end of the State Fiscal Year.
- (1) Military Helicopter Managers (MHEM) will report daily crew duty hours on the SF-261 Crew Time Reports (CTR). CTRs will be submitted daily to the Agency Helibase Manager and Aviation Military Liaison (AAML).
  - (2) The AAML will make arrangements for a DOF timekeeper to transfer the CTR hours to an OF-288 for each AKNG member activated to state active duty in support of wildland fires.
  - (3) The AAML will send the completed OF-288s to DMVA/DAS on the 1st and 16th of each month, if feasible or practical, to coincide with the SOA Payroll processing schedule.
  - (4) DMVA/DAS will submit the received OF-288s along with the corresponding DMVA Form 15 and orders to SOA Payroll for payment.
    - (a) SOA Payroll will follow pay administration guidelines regarding EFF pay, found in the AIBMH, to calculate overtime pay due.
      - (i) For overtime computation purposes, the 40 hour workweek begins Monday morning at 0001 and ends Sunday at 2400. Hours worked in excess of 40 hours per workweek will be paid at the rate of one and one-half (1 ½) times the appropriate EFF classification rate.
      - (ii) EFF are paid no less than 8 hours of work per day except the first and last day.
      - (iii) EFF are not paid for days off, to include the mandatory days off necessary to meet crew endurance requirements.
- e) Determining SAD Per Diem and Travel: Requests for travel reimbursement and per diem must be submitted on the SAD Travel Questionnaire within 5 working days after travel is completed.
- i) Alaska National Guard/Naval Militia: Any travel and per diem authorized while performing SAD will be submitted through the AKNG J1 to DMVA/DAS IAW State of Alaska Travel Regulations. The DMVA/DAS Travel Clerk will compute the amount the member will receive under State law and process the request for payment. EFF meals provided by DOF to AKNG members activated to state active duty in support of wildland fires will be tracked daily by the MHEM and submitted to the AAML. The AAML will send a record of meals provided to DMVA/DAS along with the OF-288s. DMVA/DAS will compute the remaining per diem owed and process the request for payment.
  - ii) Alaska State Defense Force: Any travel and per diem authorized while performing SAD will be submitted through the Commander, ASDF to DMVA/DAS IAW State of Alaska Travel Regulations. The DMVA/DAS Travel Clerk will compute the amount the member will receive under State law and process the request for payment.

- 3) Calculating SAD Pay When Duty is Performed: When DMVA Forms 15s are received from the AKNG J1, ASDF or ANM, DMVA/DAS will ensure all sections are completed. DMVA/DAS will calculate the total amount of pay, due based on rank and years of service, for that pay period in the space provided on the form, sign the form and forward it to the Alaska Division of Personnel Payroll Staff for entry into the state payroll system. The calculation will include the SAD Daily Pay rate, the number of days duty was performed and the total amount of pay due. For ASDF members: If the individual performed duty in 2 different job classifications separate calculations will be made for each job classifications and the amounts combined to establish the total SAD pay due.

## Appendix A

### STATE ACTIVE DUTY - status matrix

	<b>Immediate Response</b>	<b>LEL</b>	<b>Unit Activation</b>	<b>Voluntary activation</b>
<b>AGR</b>	Y (no SAD pay)	N/A	Yes note 2	NO
<b>ADSW-CD</b>	Y (no SAD pay)	N/A	Yes note 3	NO
<b>ADSW</b>	Y (no SAD pay)	N/A	TBD	Y note 4
<b>Tech</b>	Y	Y	Y	Y note 5
<b>Temp Tech</b>	Y	NO	Y	Y note 5
<b>Traditional</b>	Y	N/A note 1	Y	Y
<b>AT</b>	Y	NO	NO	Y note 6
<b>Drill</b>	Y	NO	NO	Y note 6
<b>ADSF</b>	Y	N/A		
<b>ANM</b>	Y	N/A		

**Immediate Response allowed for all military members to respond to save life, mitigate suffering, and prevent significant property damage.**

**NOTES:**

1 - DMVA LEL authorization memo can be provided to Guardsmen employed by other Federal/State agencies to request leave justification.

2 - AGR's perform their normal AGR support functions, supporting their unit when called up. AGR's are not entitled SAD pay.

3 - Counterdrug ADSW members are allowed to perform unit SAD missions in ADSW status, with the State reimbursing ADSW rates and they are not entitled SAD pay.

4 - Must "break" orders.

5 - Allowed with concurrent Technician and Unit supervisor's approval.

6 - Must come off AT/Drill status to perform SAD.

## **Appendix B**

### **State Active Duty and Military Technician Leave**

Federal Military Technicians will be in one or more of the following statuses while on State Active Duty orders:

- Annual Leave
- Comp Time "Taken"
- Time off Award
- Leave without Pay (Requested in advance)

**OR** Law Enforcement Leave (Leave Code LL) if approved by command and the purpose is to provide military aid to enforce the law or assistance to civil authorities in the protection or saving of life or property or the prevention of injury. Not to exceed 22 workdays (DoD 7000.14-R, FMR, Vol 8 Ch 5, Para 051809).

**NOTE: The only way for Federal Military Technicians to receive dual compensation is to be in an Annual Leave (LA), Comp Taken (CT) or Time Off Award Status (LY). Law Enforcement Leave does not authorize dual compensation, but ensures the Technician is compensated not less than the Federal technician pay rate.**

The following three rules apply for Law Enforcement Leave:

Rule 1. If the State Active Duty Pay is greater than the Federal Military Technician pay, the technician keeps the State active duty pay and the gross technician pay is collected.

Rule 2. If the State Active Duty Pay is less than the Federal Military Technician pay, the technician keeps the State active duty pay and Tech Pay makes up the difference between the two.

Rule 3. All adjustments are made on the Federal Military Technician side. If the State pays late, or if the technician delays providing the State payroll stubs to Pay & Exam, the Technician may incur a Federal technician debt.

DOD 7000.14-R, Financial Management Regulation, Volume 8, Chapter 5, 051.802. Reduction of Civilian Pay. Under the provisions of 5 U.S.C. 5519 an employee's civilian pay is reduced by the amount (other than a travel, transportation, or per diem allowance) received by the employee for military service as a member of the Reserve or National Guard for a period for which he is granted military leave for law enforcement assistance under 5 U.S. C. 6323(b) or (c). When the employee uses annual leave or compensatory time, the offset rules do not apply and the employee receives full military pay and full civilian pay. Employees with temporary appointments of one year or less are not entitled to military leave. Employees with appointment exceeding one year are entitled to military leave.



**Appendix D**

**Alaska National Guard/ASDF  
Payroll System Enrollment Form**

Organization (Unit): \_\_\_\_\_

Name: \_\_\_\_\_  
(Last name, First Name)

SSN: \_\_\_\_\_

Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Hire:  
(Enlistment) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street or PO Box  
\_\_\_\_\_  
City  
\_\_\_\_\_  
State Zip Code

Certified By: \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature





## Appendix F

### STATE OF ALASKA DESIGNATION OF BENEFICIARY FOR UNPAID COMPENSATION

This form names the people you want to receive unpaid wage compensation in the event of your death while an employee of the State of Alaska. It can also be used to change those names at any time. Your wishes may not be carried out as intended if the form is not completed correctly.

Employee Name \_\_\_\_\_ Department \_\_\_\_\_  
Employee ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

INITIAL AUTHORIZATION

CHANGE

PRIMARY BENEFICIARY (IES)				CONTINGENT BENEFICIARY (IES)			
Name				Name			
Address				Address			
City, State & Zip Code				City, State & Zip Code			
Relationship	DOB (if minor)	Percentage	%	Relationship	DOB (if minor)	Percentage	%
Name				Name			
Address				Address			
City, State & Zip Code				City, State & Zip Code			
Relationship	DOB (if minor)	Percentage	%	Relationship	DOB (if minor)	Percentage	%
Name				Name			
Address				Address			
City, State & Zip Code				City, State & Zip Code			
Relationship	DOB (if minor)	Percentage	%	Relationship	DOB (if minor)	Percentage	%
Name				Name			
Address				Address			
City, State & Zip Code				City, State & Zip Code			
Relationship	DOB (if minor)	Percentage	%	Relationship	DOB (if minor)	Percentage	%
TOTAL PRIMARY PERCENTAGE MUST EQUAL		100%		TOTAL CONTINGENT PERCENTAGE MUST EQUAL		100%	

Employee Signature	Date	Witness	Date
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#### INSTRUCTIONS

1. You may designate one primary beneficiary who would be the sole beneficiary.
2. You may designate primary beneficiary(ies) and contingent beneficiary(ies). Primary beneficiaries receive the benefit first if you die. Contingent beneficiaries receive the benefit if the primary beneficiary has died.
3. You may designate any number of beneficiaries to share in any manner you wish. Please designate the percentage to pay each beneficiary. The total percentage of all Primary beneficiaries must equal 100% and the total of all Contingent beneficiaries must equal 100%. List each name separately; attach additional forms if necessary.
4. If you are designating a minor (under 18 yrs of age) as your beneficiary, you must add the minor's date of birth (DOB).
5. Should you wish to change or alter your designation of beneficiary, be sure to complete a new form in its entirety.
6. This form must be witnessed by someone who can verify your identity and who is not your beneficiary.

Return this completed form to your Payroll Services Section or Agency HR Office, or you may send it directly to Dept. of Administration, Div. of Finance, Payroll Section, P.O. Box 110204, Juneau AK 99811-0204.

Rev. 04/25/2012

## Appendix G

### Travel Questionnaire for State Active Duty Members | 2014

Service Member: _____ Check One: <input type="checkbox"/> Same Day Travel <input type="checkbox"/> Overnight Travel	Duty Station: _____ Days Worked: _____	1
<b>Ground Transportation</b> Pick-up Location _____ Date & Time of Pick-up _____ Date & Time of Pick-up _____	Drop-off Location _____ Date & Time of Drop-Off _____ Date & Time of Drop-Off _____	2
Vehicle Use: <input type="checkbox"/> Driver or <input type="checkbox"/> Passenger	<input type="checkbox"/> State Vehicle <input type="checkbox"/> GOV Vehicle <input type="checkbox"/> Private Vehicle or <input type="checkbox"/> Rental Car (Attach Receipt) Rental Car Fuel <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach Receipt)	3
Hotel? <input type="checkbox"/> Yes <input type="checkbox"/> No Date & Time of Check-in _____ Date & Time of Check-out _____ Form of payment <input type="checkbox"/> Cash <input type="checkbox"/> Personal Credit Card <input type="checkbox"/> Government travel Card <input type="checkbox"/> State CTA Attach Receipt Amount _____ <b>Noncommercial Lodging?</b> (Did you stay with someone?) <input type="checkbox"/> Yes <input type="checkbox"/> No (Did you pay them anything?) <input type="checkbox"/> Yes <input type="checkbox"/> No Amount _____ Address: _____		4
<b>Departure/Return: Circle One</b> MIL Air Provided <input type="checkbox"/> Yes <input type="checkbox"/> No From: City _____ State _____ To: City _____ State _____ Date: _____ _____ Required Check-in time _____ Actual arrival at airport/field _____ Time of Departure _____ Arrival at destination	<b>Departure/Return: Circle One</b> MIL Air Provided <input type="checkbox"/> Yes <input type="checkbox"/> No From: City _____ State _____ To: City _____ State _____ Date: _____ _____ Required Check-in time _____ Actual arrival at airport/field _____ Time of Departure _____ Arrival at destination	5
<b>Departure/Return: Circle One</b> MIL Air Provided <input type="checkbox"/> Yes <input type="checkbox"/> No From: City _____ State _____ To: City _____ State _____ Date: _____ _____ Required Check-in time _____ Actual arrival at airport/field _____ Time of Departure _____ Arrival at destination	<b>Departure/Return: Circle One</b> MIL Air Provided <input type="checkbox"/> Yes <input type="checkbox"/> No From: City _____ State _____ To: City _____ State _____ Date: _____ _____ Required Check-in time _____ Actual arrival at airport/field _____ Time of Departure _____ Arrival at destination	6
<b>Additional Information: Include specific information regarding unique travel circumstances. (Attach an additional sheet if necessary)</b>  _____ _____ _____		7
I/we certify that the above information is true and correct		8
_____ _____ _____		9
_____ Service Member's Signature	_____ Date	_____ Supervisor's Signature
_____ Date		

## Appendix H

### 1-1 References:

- 1) 5 U.S. Code 5519
- 2) Alaska Statutes (AS) Title 26
- 3) AS 39.27.011
- 4) AS 41.15.030
- 5) ANGI 36-101
- 6) DOD 7000.14-R, Financial Management Regulation, Volume 8, Chapter 5
- 7) DoDI 1215.06, *Uniform Reserve, Training and Retirement Categories*, 02 Jun 07, Incorporating Change 2, 24 Dec 08
- 8) NGR 500-1
- 9) NGR 600—5
- 10) United States Code (U.S.C.) Title 32, *National Guard*

## GLOSSARY and ACRONYMS

**ADSW** – Active Duty for Special Work – A Federally-funded tour of active duty for reserve personnel authorized from military and reserve personnel appropriations for work on active or reserve component programs.

**AGR** - Active Guard/Reserve – a full-time status (under US Code Title 32) equivalent to Active Duty military (under Title 10) that maintain full-time operations of the National Guard. AGRs are National Guard and Reserve members who are on voluntary active duty providing full-time support to National Guard, Reserve, and Active Component organizations for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components.

**AKNG** – Alaska National Guard – the Federally-recognized State military forces under command and authority of the Governor, until Federalized by Congress or the President.

**AKNG HRO** – Alaska National Guard Human Resources Office – the Federal Personnel responsible for administration of the National Guard full-time workforce.

**AKNM** – Alaska Naval Militia – a dual-status all-volunteer State military organization within the DMVA who may be called to State Active Duty in lieu of the AKNG during emergencies or missions requiring their support. AKNM members are dual-status and must also be members of the US Navy Reserve or US Marine Corps Reserve. As such, they are eligible to be called up for either SAD (State control) or Federalized (Federal control).

**Alpha Roster** – unit list of members in alphabetical order.

**ANGI** – Air National Guard Instruction – Guidance deriving authority from Air National Guard Bureau.

**AS** – Alaska Statute – codified law governing the State of Alaska

**ASDF** – Alaska State Defense Force, a.k.a. 49<sup>th</sup> Military Police Brigade – an all-volunteer State military organization within the DMVA who may be called to State Active Duty in lieu of the AKNG during emergencies or missions requiring their support.

**Civil Authorities** -- Those elected and appointed officers and employees who constitute the government of the United States, the governments of the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, United States possessions and territories, and political subdivisions of such to include county, city, townships etc.

**Civil Support Teams** -- Department of Defense personnel designated to support US civil authorities for domestic emergencies IAW reference c, section 12310(c), and for designated law enforcement and other activities.

**Compensatory Leave** -- Means time off with pay on an hour-for-hour basis in lieu of overtime pay for irregular or occasional overtime work.

**CNGBI** – Chief of the National Guard Bureau Instruction – Guidance deriving authority from the Chief of the National Guard Bureau

**DAS** – Division of Administration – a division under the State of Alaska’s Department of Military and Veterans Affairs, responsible for reviewing and processing State expenditures, including SAD pay.

**Defense Support of Civil Authorities** -- Support provided by U.S. Federal military forces, DoD civilians, DoD contract personnel, DoD Component assets, and National Guard forces (when the Secretary of Defense, in coordination with the Governors of the affected States, elects and requests to use those forces in status pursuant to DoDI 1215.06, *Uniform Reserve, Training and Retirement Categories*, 02 Jun 07, Incorporating Change 2, 24 Dec 08) in response to requests for assistance from civil authorities for domestic emergencies, law enforcement support, and other domestic activities, or from qualifying entities for special events.

**DMVA** – Department of Military and Veterans Affairs – A State of Alaska department comprised of the Army and Air National Guard, Alaska State Defense Force, Alaska Naval Militia, Division of Homeland Security and Emergency Management, Division of Administration, Veterans Affairs, and the Military Youth Corps. The DMVA Commissioner is dual-hatted as the Alaska National Guard’s Adjutant General.

**Dual Compensation** -- For the purposes of this instruction, dual compensation is the payment by Federal funds for both military and technician duty within the same period of duty without the proper charge of leave. State laws govern the payment of Federal funds and State funds for the same duty period. Dual compensation is a civilian pay issue.

**Dual Status Technician** -- A military technician required as a condition of that employment to maintain membership in the Selected Reserve.

**FTS** – Fulltime Staffing (or Fulltime Support) – the fulltime personnel operating National Guard units. FTS include military (AGR) and Federal technicians.

**JDOMS** – Joint Directorate of Military Support – a National Guard officer serving as liaison between the State’s National Guard and all non-military entities.

**LEL** – Law Enforcement Leave – a special leave category granted to Federal Military Technicians for some SAD missions. Leave for the purpose of providing military aid to enforce the law or for the purpose of providing assistance to civil authorities in the protection or saving of life or property or the prevention of injury.

**LWOP** – Leave without Pay – a leave category for Federal Military Technicians. Leave without pay is a temporary non-pay status and absence from duty that in most cases is granted at the employee’s request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy.

**Military Leave** – Means paid time off for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces, but not SAD.

**NDS** – Non-dual Status -- A technician not required to maintain membership in the Selected Reserve.

**NGB** – National Guard Bureau – A Federal bureau organized under the Department of Defense, managing and allocating Federal resources to the States and Territories, and serving as the interface between the National Guards of the States and Territories to Departments of the Army and Air Force. NGB has oversight for State Defense Forces, determining their end strength.

**NGR** – Army National Guard Regulation – Regulations deriving authority from Army National Guard Bureau.

**SAD** – State Active Duty – a. duty status of the state organized militia performing duty ordered by a competent state authority, with specific legal allowances for what type of missions can be performed and for which occupational benefits, entitlements and compensation are provided by state law.

**Sick Leave** – A paid absence from duty for personal medical needs, care of a family member, adoption-related purposes, bereavement or as otherwise authorized by law. Sick leave is not to be used for the purposes of SAD.

**SFY** – State Fiscal Year starts July 1 and ends June 30.

**SOA** – State of Alaska

**USPF&O** – United States Property Fiscal Officer

**VOCO** – Verbal Orders of the Commanding Officer – verbal authority/authorization allowing mission to proceed.