

ANNEX E (Personnel) to Texas Military Forces Standing Operating Procedures for Support to the State

1. General. This annex identifies personnel and finance actions required by units of the Texas Military Forces (TXMF) when ordered to State Active Duty (SAD) by the Governor of Texas to participate in military support operations, even when support has been federalized. Forms, reports and this SOP can be found at:

www.texasnationalguard.us/dsca.

2. Maintenance of Unit Strength.

a. Strength Accounting. The unit's strength consists of all personnel assigned or attached at the time the unit is ordered to SAD or T32 for support to the state. It is to be reported through the organic chain of command.

(1) Personnel serving as a full-time member of the Texas Military Forces will be called or ordered to SAD only in accordance with JFTX Regulation 1-02, currently in draft. In accordance with (IAW) the regulation, personnel on orders with the Counterdrug Support Program will not be ordered to SAD with their unit of assignment. See the regulation for special circumstances for use of counterdrug personnel and equipment.

(2) The following persons may be excused from the mission upon request to their immediate commander, who balances community needs against strength requirements and urgency of need for their Military Occupational Specialty/Air Force Specialty Code (MOS/AFSC).

- (a) The Lieutenant Governor and the heads of the several State departments/agencies.
- (b) The judges and clerks of all courts of record.
- (c) The members and officers of both Houses of the Legislature.
- (d) Each sheriff, district attorney, county attorney, county tax assessor, county tax collector, and county commissioner.
- (e) The mayor, councilmen, aldermen, tax assessor and collector of incorporated cities and towns.
- (f) The officers and employees of the Texas Department of Corrections, the officers and employees of all State Hospitals and Special Schools, the officers and employees of public and private hospitals and officers and employees of nursing homes.
- (g) The members of any regularly organized and paid (or volunteer) fire or police department in any city or town.
- (h) All ministers of the gospel exclusively engaged in their calling.

b. Military Personnel Records. Annually prior to hurricane season, all units must ensure personnel databases are up to date. Upon activation, units will ensure all personnel data in the component databases of record (TXSG Database; MILPDS; SIDPERS) are updated with the member's latest information. Most important updates are mailing address and whether member has dependents as defined for financial purposes. This step is crucial to ensuring accurate and timely pay for SAD.

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c. Reports. Administrative control (ADCON) remains with the organic chain of command, therefore all administrative reports are sent through organic command channels to the JFTX-J3-JOC. The Personnel Status Report and the Personnel Strength Report and Roster are administrative reports. The Personnel Roster is the report of record when determining pay and award requirements.

(1) Casualty Reporting. Commanders will immediately report any person who becomes a casualty during the performance of duty for the state in accordance with Annex R (Records and Reports) of this SOP. Reported information at a minimum will include name, rank, SSN, unit, nature and extent of injury, and the name and address of next of kin or person to be notified in case of emergency.

(2) Strength and Status Reports. See Annex R (Records and Reports).

d. Orders. Orders will be issued to direct the performance of duty for the state by the JFTX-J1 for components and by each component for individual orders.

(1) Component Orders. For the Adjutant General of Texas, JFTX-J1 will issue the component order for units to be ordered to SAD in accordance with Appendix 1, this Annex. Distribution will be directly to the JFTX-J3-JOC, Component LNOs, and JFTX-SPFO. JFTX-J3-JOC and component LNOs will make further distribution to the affected units. Units may issue unit orders that comply with the format of the associated component order.

(2) Individual Orders. When a unit is ordered to SAD, the component must prepare individual orders in accordance with Appendix 2 of this Annex for selected personnel ordering them into SAD. These orders will comply with format of the component orders and may be generated during assembly activities. It is critical that units conduct readiness processing prior to departure to ensure personnel database of record is updated with critical information prior to cutting individual orders.

(a) Any member requiring individual travel by mission necessity must get pre-approval through the JFTX-J4-JLOC (Joint Logistics Cell) and the authorized reimbursements identified in the order. See note 3, Appendix 2 of this Annex, Annex D (Logistics) and Appendix 6 (Finance) of this Annex. "Per diem" authorization on the order is for meals only.

(b) The order is not the required payroll document. For SAD payroll, the SAD voucher must be included on the bottom of the same page reflecting the actual days of duty. Actual duty start and end dates recorded on the Personnel Roster at conclusion of the member's duty must be on the voucher and fall within the dates authorized in the corresponding component order. See Appendix 6 (Finance) of this Annex.

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(c) Based on the magnitude of an emerging situation, JFTX-J1 may assist by preparing individual orders placing selected personnel of a unit into a SAD status. For proper tracking, the organic chain of command will always be notified and included in such decisions.

3. Personnel Management.

a. Each unit will maintain a current roster of members who possess special or critical military and/or civilian skills which may be required to support a specific mission during a military support operation. Examples include first responder and language skills. In certain situations, the capability of the TXMF to assist civil authorities may depend on the degree of military or civilian skills possessed by TXMF personnel ordered to duty.

b. Commanders will certify that all soldiers ordered to SAD understand their individual responsibility.

c. Commanders will conduct a reception process using the checklist at Appendix 4 of this Annex. Unit or component-defined procedures and forms are authorized as long as they meet these minimum standards. Units may perform the readiness verifications using databases of record and verify mailing addresses, dependent status etc. with members during unit assembly. Updates to the personnel database can be made following departure of personnel, but must be completed prior to cutting individual orders. See Appendix 6 (Finance). Comply with medical readiness requirements in paragraph 6 (Medical) below and Annex H (Medical) of this SOP.

d. Commanders will notify the chain of command immediately with personnel shortfalls, so the component can cross level personnel. No member determined unfit for SAD by a TXMF-credentialed provider and the first O5 in the member's chain of command will be compelled to deploy.

e. Commanders will release from SAD any person who is unable to comply with individual responsibilities. This will include temporary excusal of members whose family may need evacuation from an affected area and those members already engaged in service as first responders. Such individuals will be reported with the appropriate end date for duty on the Personnel Roster submitted through channels to the JFTX-J3-JOC.

f. Duty assignments and taskings will be as directed by the commander authorized operational control for the mission. The commander will ensure no limitation placed on a member by the organic chain of command is violated.

g. All unit meals, lodging, and transportation beyond organic capability will be arranged through JFTX-J4-JLOC IAW Annex D (Logistics) and Appendix 6 (Finance) of this Annex. Individual travel is authorized only in rare cases and must be pre-approved through the JFTX-J4-JLOC.

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h. Units will comply with finance directives in Appendix 6 (Finance) of this Annex.

4. Development and Maintenance of Morale.

a. Authorized absences. Leaves, passes and relief from duty will be granted at the discretion of operational commanders in cases of extreme hardship or emergency.

b. Decorations and Awards. Any outstanding acts or exceptional performance of duty will be recognized by recommendations for an appropriate state military award or decoration. Such requests will be submitted as soon as possible after the act or service in accordance with TXARNG Regulation 672-1/TXANG Regulation 900-10. Only state awards are authorized while the mission is in SAD status. If the mission is federalized, component awards may be awarded through component service procedures. The Personnel Roster is the document of record for state awards verification.

c. Mail. Each unit may utilize their appointed mail clerk or a Task Force Commander may appoint a mail clerk. Mail will be addressed in accordance with instructions published by each command.

d. Religious Services. Religious services will be scheduled by commanders as time and circumstances permit utilizing TXMF Chaplains or volunteer local clergy.

5. Maintenance of Discipline, Law and Order.

a. Standards of appearance, grooming and conduct will be IAW TXMF guidance and component regulations. The following policy guidelines are provided pertaining to the wear of the military uniform by TXMF personnel during military support operations.

(1) The appropriate duty military uniform will be worn by all TXMF personnel ordered to duty while participating in military support operations.

(2) A member of the TXMF volunteering to participate in a disaster relief operation as an individual, without order by the Adjutant General, will do so as a private citizen and will not wear the military uniform.

c. Breach of Conduct. Commanders may exercise command and control of forces as authorized by the Texas Code of Military Justice.

d. Apprehension of Civilians. A member of the TXMF performing SAD is not empowered with special power to arrest or apprehend civilians violating civilian law.

(1) Commanders will coordinate with civilian police authorities to enforce civilian police authority.

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(2) In the event a member in SAD status exercises the right of citizen arrest, the member will immediately turn over the detainee to civilian police authority. Notify the JFTX-J3-JOC of the event through channels immediately.

6. Medical. See also Annex H (Medical).

a. Medical Readiness. Annually and prior to hurricane season, all units must ensure personnel medical readiness for SAD. Units are specifically prohibited from activating a TXMF member identified as having a current medical condition until that member is cleared by a TXMF-designated provider and the approval of the first O5 in the chain of command. Commanders will comply with Annex H this SOP in order to (IOT) determine if a member with a medical condition is able and available for the mission before ordering them to SAD. Commanders will ensure receiving commands (TACON, OPCON) are aware of any limitations placed on a member by the commander of the assigned unit. Civilian medical care during SAD is covered under Workers Compensation, unless there is a pre-existing condition, so medical readiness is vital in protecting our members from incurring medical bills while on SAD. Federal readiness standards are component specific and will be utilized if mission is federalized. See Annex H (Medical) for procedures.

b. Medical Care outside TXMF capability. While personnel are in SAD status, civilian medical providers must be informed that care is being provided through the Texas Workers Compensation Commission for duty related injuries or illnesses. It is critical that the JFTX-J1-HR-S-WC Coordinator is notified immediately in order to verify status and obtain WC clearance as specified in Appendix 3 of this annex.

c. Medical Expenses. Claims for medical expenses incurred due to injury or illness on SAD status will be submitted to JFTX-J1-HR-S as specified in Appendix 3 of this annex.

d. Line of Duty Investigation. Units will prepare a line of duty investigation associated with injury or disease incurred by a member of the TXMF regardless of duty or pay status, in accordance with component-specific procedures. These are reported on the daily Personnel Status Report.

7. Personnel Reemployment Rights. See Appendix 5 (Employer FAQ) of this Annex. Reemployment of a person called to authorized training or duty. State law currently affords all members of the military forces' protection against termination from a private employer if they are called to authorized training or duty. The private employer is not required to pay the regular wage of an employee during the period that the employee is absent from work to participate in authorized SAD training or duty. Employees in the public or private sector are entitled to return to the same employment held when ordered to training or duty, and may not be subjected to loss of time, efficiency rating, vacation time, or any benefit of employment during or because of the absence.

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Appendix 1 - (Component Order Format to State Active Duty)

Appendix 2 - (Individual Order Format to State Active Duty)

Appendix 3 - (Workers' Compensation Claim Procedures)

Appendix 4 - (Readiness Checklist)

Appendix 5 - (Employer FAQ)

Appendix 6 - (Finance)

Appendix 1 (Component Order Format to State Active Duty) to ANNEX E (Personnel) to Texas Military Forces State Active Duty Standing Operating Procedure

TEXAS MILITARY FORCES
Joint Force Headquarters
Adjutant General's Office
Post Office Box 5218
Austin, Texas 78763-5218
512-782-5001

PERMANENT ORDERS - [number]

[date]

COMPONENT, Post Office Box 5218, Austin, Texas 78763-5218 (See Note 1)

By the direction of the Governor, the unit listed above is ordered to state active military service for the period indicated unless sooner relieved or extended by proper authority.

Authority: Verbal order of the Adjutant General of Texas per Texas Government Code, Chapter 431. (Mission reference number: [MRN per the ICS 213])

Reporting Date: [alert date] (See Note 2)

Period: [Mission Start Date - Mission End Date] (See Note 3)

Purpose: [IAW ICS 213]

Additional instructions: This is not federal duty. No federal pay, allowances or creditable service accrues based on this order. This is a State Contingency Operation and may be in support of law enforcement operations. The maximum number of personnel ordered to perform State Active Duty will not exceed [number IAW ICS 213], unless directed by this office. The authorized uniform for this duty is [uniform] or other duty uniform as appropriate, unless directed by JFTX-J3-JOC. Task Force strength is determined by JFTX-J3-JOC. Pay and allowances will be in accordance with current state active duty guidance as determined by Texas Government Code, Chapter 431. Additional operational requirements and/or deployments will be controlled by JFTX-J3-JOC. Per diem and individual travel is not authorized, unless pre-approved in coordination with JFTX-J4 (JLOC).

FOR THE ADJUTANT GENERAL:

DISTRIBUTION:
COMPONENT
JFTX-J3-JOC
JFTX-SPFO

NAME BLOCK

ADJUTANT

Appendix 1 (Component Order Format to State Active Duty) to ANNEX E (Personnel) to Texas Military Forces State Active Duty Standing Operating Procedure

NOTES on Component (MACOM) orders:

1. COMPONENT is Texas Army National Guard, Texas Air National Guard, or Texas State Guard.
2. No individual will be called to State Active Duty prior to this date.
3. This period defines the start and end date for authorization for State Active Duty funds. If exact period cannot be determined when order is issued, no more than two weeks will be used initially. When mission is completed IAW with state directives, an amendment may be made to these orders to extend or reduce the period covered.
4. No blanket individual travel or per diem authorization will be given unless expressly provided through the JFTX-J4-JLOC.

Appendix 2 (Individual Order Format to State Active Duty) to ANNEX E (Personnel) to Texas Military Forces State Active Duty Standing Operating Procedure

TEXAS MILITARY FORCES
Joint Force Headquarters
Adjutant General's Office
Post Office Box 5218
Austin, Texas 78763-5218
512-782-5001

PERMANENT ORDERS - [number]

[date]

[UNIT DESIGNATION, UIC/SUC/ORG CODE, MAILING ADDRESS]

[STANDARD NAME LINE] (Note 1 and 2)

By direction of the Governor, you are ordered into the active military service of the State of Texas at [unit armory-enter location] for the period indicated unless sooner relieved or extended by proper authority.

Authority: On order of the Adjutant General of Texas per Texas Government Code, Section 431.

Attached to: (if applicable)

Reporting Date:

Period:

Purpose:

Additional instructions: This is a state contingency operation and may be in support of law enforcement operations. This is not federal duty. No federal pay or allowances or creditable active federal service accrues based on this order. Payment is in accordance with applicable state laws. You are responsible for declaring income and paying taxes. The authorized uniform for this duty is [uniform] or other duty uniform as appropriate, unless directed by JFTX-J3-JOC. Individual travel and per diem are not authorized.

(Note 3)

FOR THE ADJUTANT GENERAL:

DISTRIBUTION:
COMPONENT
UNIT
MEMBER

NAME BLOCK

ADJUTANT
(Note 5)

Appendix 2 (Individual Order Format to State Active Duty) to ANNEX E (Personnel) to Texas Military Forces State Active Duty Standing Operating Procedure

NOTES on Individual orders:

General: These orders are sufficient for the purposes of employment rights, worker's compensation, etc., but are not the complete document required for payroll. The individual voucher format includes this order with a payroll spreadsheet at the bottom. See Appendix 6 (Finance) of this Annex for payroll voucher sample and payroll process. Wording may vary according to individual mission requirements.

1. Standard name line, last name, first name, middle initial; rank/grade, SSN, PEBD/Pay date.

2. Enter ASED and TFOS for aviation officer personnel and dates associated for members receiving Special Assignment Pay. All requirements for federal SDAP must be met including duty required as part of the mission. No FLBB is authorized unless mission is extended to preclude the member from performing federal duty in the month. In this case, coordinate with JFTX-J1 for approval through the JFTX-SPFO prior to completing payroll.

3. Travel data and other data required may be entered. All unit meals, lodging, and transportation beyond unit capability will be arranged through JFTX-J4-JLOC. If the JLOC authorizes individual travel due to a specific tasking (ie Chaplains or LNOs required to travel individually where no meals, lodging or transportation is provided) specify, 'Individual [travel] by [POV or Rental] and/or [meals] and/or [lodging] authorized'.

4. Distribution: Higher Headquarters; Unit; Individual Member.

5. Same name block as in the component order.

Appendix 3 (Workers' Compensation Claim Procedures) to ANNEX E (Personnel) to Texas Military Forces State Active Duty Standing Operating Procedure

Injured Members & Workers Comp Benefits while serving on SAD. It is critical that units in the field know where to obtain the forms required. They are included on the WC website, as well as on the TKO, J1 website. Units will ensure forms are available to the elements servicing forward in the operation.

a. Benefits. TXMF members on SAD paid status are carried on a state payroll as state employees. A member of the State Military Forces, as defined by section 431.001 Government Code, who is injured, disabled or killed while engaged in authorized training or duty, is entitled to receive Workers Compensation benefits under Chapter 501, Labor Code. Workers Compensation is a state-regulated insurance program that pays state employee medical bills and replaces some lost wages if an employee is injured at work, or has work-related illness. Workers Compensation provides four types of benefits.

- 1) Medical: Pays for medical care necessary to treat a work-related injury or illness.
- 2) Income: Replaces a portion of wages lost because of a work-related injury or illness.
- 3) Death: Replaces a portion of lost family income for eligible family members of workers killed on the job.
- 4) Burial: Pays some of the deceased worker's funeral expenses.

b. Reporting procedures for members injured on SAD.

1) When a member, who is considered a state employee, is injured on the job, the injury must be reported to the Workers Compensation Coordinator (WCC) within 30 days of the incident even if the employee does not need to see a doctor at that time.

2) If the employee needs immediate medical treatment, the member or someone in the member's chain of command must report the injury to the WCC immediately. This can be done telephonically. Then WCC can validate the need in the event the treatment facility needs to verify that it is a valid Worker's Compensation claim before medical treatment is given. A Worker's Compensation Claim number must be obtained immediately by submitting a DWC Form-1 to the WCC. Fill in blocks 1 through 30 using SAD start date as the Date of Hire. The signature on this form is for the WCC.

3) Report claims within 5 days to: Workers Compensation Coordinator, Human Resources Office, Camp Mabry, Austin, Texas (512) 782-5133 or DSN 954-5133. Upon notification/request the Coordinator will provide all necessary forms and instructions for filing the claim. Return all completed documents to State Human Resources, Bldg 10, Camp Mabry, by mail: Workers Compensation Coordinator, Human Resources Office, PO Box 5218, Austin, Texas 78763-5218, fax copies to 512-782-5669, or documents may be scanned and e-mailed to susan.mcginis@us.army.mil. The full claim packet must be received by the WCC within five days of the incident and includes the State Active Duty Injury Claims Checklist and all supporting documents listed.

STATE ACTIVE DUTY INJURY CLAIMS CHECKLIST

(PLEASE FILL OUT ALL FORMS COMPLETELY)

- TWCC- (DWC FORM-001) FIRST REPORT OF INJURY.
- SORM-16 AUTHORIZATION FOR RELEASE OF INFORMATION.
- SORM-74 WITNESS STATEMENT.
- SORM-29 EMPLOYERS REPORT OF INJURY.
- Copy of INDIVIDUAL STATE ACTIVE DUTY ORDER.
- Points of Contact:

Immediate POC: Name: _____

Phone Number: _____

Unit: _____

Home Unit POC: Name: _____

Phone Number: _____

Unit: _____

Claim must be sent within five (5) days of injury. Unit will have to provide the Individual SAD order. It does not have to be the payroll voucher. Find the required forms at: http://www.sorm.state.tx.us/Claims_Coordinator_Handbook/forms.php or TXMF Site: www.texasnationalguard.us/dsca.

Fax copies to 512-782-5669, mail to Worker's Compensation Coordinator, Building 10, PO Box 5218, Austin, Texas 78763-5218, deliver directly to Worker's Compensation Coordinator at Building 10, Camp Mabry, Austin, Texas, or scan and email documents to susan.mcginnis@us.army.mil.

Workers Compensation Coordinator: Susan McGinnis (512) 782-5133 or DSN 954-5133. Upon notification/request the Coordinator can provide all necessary forms and instructions for filing the claim.

Appendix 4 (Readiness Checklist) to ANNEX E (Personnel) to Texas Military Forces
State Active Duty Standing Operating Procedure

LName: _____ FName: _____ MI: ___ Rank: _____
 SSN: _____ - _____ - _____
 Unit: _____ Force Package assigned: _____
 Today's Date: _____ TEXAS USE ONLY www.texasnationalguard.us/dsca

Stations	Texas Military Forces JRP Requirements	GO/NOGO (Circle One)		Station Initials
PERSONNEL	Identification Card	GO	NOGO	
	Records check (Update HOR mailing address)	GO	NOGO	
FAM READ	Family POC and Contact information	GO	NOGO	
LOGISTICS	Refer to Annex D of SAD SOP			
MEDICAL	Medical Screening (system check)			
	Medical Statement complete and no current illness/ unresolved injury (see below)	GO	NOGO	
	- Cleared by TXMF Medical Provider to deploy	GO	NOGO	
	Immunizations Current	GO	NOGO	
	HIV-1 Antibody test within two years	GO	NOGO	
	Pregnancy Negative (IF APPLICABLE)	GO	NOGO	
	Physical profile (IF APPLICABLE)	GO	NOGO	
	Medical warning tags on hand (IF APPLICABLE)	GO	NOGO	
	SM has 30 DOS prescriptions (IF APPLICABLE)	GO	NOGO	
CHECK OUT	HOME STATION VERIFICATION			
	SM Added to Force Package DSCA Roster (verify SSN)			
	Order (Copy of compo order and FAQ is sufficient) given to SM			
	SM Signature:			
	Printed Name:			
	Unit Rep:			
Unit required				

HOR Mailing Address: _____

Family POC: _____ **Tel number:** _____

Address: _____

- (1) I am in good physical health Y / N (Circle one)
 (2) I am currently in the care of a medical provider, Y / N (Circle one)
 (3) I am currently taking prescription medications under the direction of a medical provider Y / N (Circle one)

I understand that if injured on SAD, I will be covered by State Worker's Compensation and not by military benefits.

Signature: _____

Medical Provider Clearance {if "Y" in (2) or (3)} **Y/ N (Circle one)**

Signature _____

***To Employers of National Guard Members Serving in Emergency Event
FREQUENTLY ASKED QUESTIONS***

This office has received many questions regarding the reemployment of guardsmen involuntarily called to state duty. This paper answers some of those questions as they relate to the current emergency.

My employee was called to help with an emergency event. Since this was state active duty does the member have employment protection?

A service member under either a Federal or State mobilization has full employment and reemployment protection. Federal and State law guarantee employment and reemployment rights of members of the Texas Military Forces (The Texas National Guard and Texas State Guard) when called to duty either by the President or the Governor.

I wasn't given written notification of my Guard employee's. Aren't I entitled to written notification prior to the duty?

Uniform Services Employment & Reemployment Rights Act (USERRA) and Texas law provides employment protection to members serving under verbal orders of their commander. It does not specify written notice as a requirement of that protection. As a matter of practice most Guardsmen and Reservists provide copies of their orders prior to being called. In the case of emergency that may not always be possible. When the Guardsmen return to their employment they can provide that documentation, if it is available. In almost all cases the orders for emergency support have been provided, but a few guardsmen may not receive the proper paperwork before their departure. Upon completion of the duty they all will receive appropriate orders with the all inclusive dates.

Do I have to put the Guardsman back to work if he can't provide me a set of orders?

Employers are entitled to documentation of the duty performed by the Guardsman's upon return to work. If that documentation (orders) is not available, through no fault of the Guardsman, the employer must still promptly reemploy the member. As soon as those orders become available, then the Guardsman must provide them to the employer. Prompt reemployment of guardsmen away for less than 30 days is defined as the next regularly scheduled work shift.

What kind of leave should the guardsmen use while on state duty?

The type of leave used by an employee on state call is dependant on the employer's military leave policy. Many, but not all, civilian employers provide some sort of military leave. If they do, then those guardsmen serving in State Military Duty status qualify to use this military leave. Whether State Guard members qualify for that leave is dependant upon the specific language of the employer's military leave policy. Texas State employees have emergency leave protection. School Districts are provided the option of supplementing the pay of Guardsmen.

However, the employee is not required to use vacation or personal time to support a federal or state call to active duty. It is the employee's option whether to use vacation or personal time for military service upon activation.

The Texas Military Forces appreciates your support to your citizen soldiers and should an employer need additional information or detailed legal information pertaining to the above questions, please contact the TX ESGR Office at 512-782-5858.
www.texasnationalguard.us/dsca

Appendix 6 (Finance) to Annex E (Personnel) to Texas Military Forces Standing Operating Procedures for Support to the State

1. General. This annex provides fiscal guidance and procedures goods and services, the preparation of payrolls, and requests for reimbursement of expenses incurred during a State Active Duty (SAD) mission. Forms, reports and this SOP can be found at: www.texasnationalguard.us/dsca. T32 fiscal requirements are to be followed if the mission is federalized and the services will follow their service-specific requirements.

2. Required Coordination. All financial matters associated with SAD will be processed by the Directorate of State Property and Fiscal Office (JFTX-SPFO) at Camp Mabry. JFTX-SPFO-R coordinates all financial activities with JFTX-J3, J4, and J1.

(1) All contracts, purchases of goods or services, and expenses must be coordinated by or be pre-approved by JFTX-J4-JLOC (Joint Logistics Operations Cell). The State Property and Fiscal Purchasing and Contracting Branch (JFTX-SPFO-RP) processes all such purchases.

The Adjutant General of Texas
Property and Fiscal Purchasing and Contracting Branch (JFTX-SPFO-RP)
P.O. Box 5218
Austin, TX 78763-5218
Phone - DSN: 954-5650; Commercial: (512) 782-5650
FAX - DSN: 954-5228; Commercial: (512) 782-5228

(2) All payrolls are processed by the State Property and Fiscal Budget and Payroll Branch (JFTX-SPFO-RB).

The Adjutant General of Texas
Property and Fiscal Budget and Payroll Branch (JFTX-SPFO-RB)
P.O. Box 5218
Austin, TX 78763-5218
Phone - DSN: 954-5295; Commercial: (512) 782-5295
FAX - DSN: 954-5669; Commercial: (512) 782-5669

(3) All claims for travel reimbursement are processed by the State Property and Fiscal Accounting Branch (JFTX-SPFO-RA).

The Adjutant General of Texas
Property and Fiscal Accounting Branch (JFTX-SPFO-RA)
P.O. Box 5218
Austin, TX 78763-5218
Phone - DSN: 954-5425; Commercial: (512) 782-5425
FAX - DSN: 954-6933; Commercial: (512) 782-6933

3. Contracts. Requests for contracts or requests to procure goods or services must be completed by or pre-approved by JFTX-J4-JLOC. Only JFTX-SPFO-RP can enter into contracts. Most goods and services essential for SAD missions are allowable. Examples

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are: billeting, restaurant meals, groceries, laundry, medical supplies, operating supplies, fuel, and transportation.

4. The task force commander will ensure that all requests for the purchase of goods and services are routed through JFTX-J4-JLOC.

5. Payroll. Commanders are responsible for assigned unit SAD pay.

a. Commanders must ensure the personnel database of record (SIDPERS; MILPDS; TXSG DB) is updated upon mobilization to SAD. The Personnel Strength Report and DSCA Roster is the report of record determining who is entitled to SAD pay. See AN R of this SOP for proper format and information requirements.

b. Commanders will brief all personnel upon assembly that pay for SAD should be available to the soldier within 30 days of completion of the mission. If mission duration becomes extended, JFTX may decide to submit an interim payroll every two weeks. Notification will be made through the component headquarters. It may still take up to 30 days to receive payment. If available, direct deposit will be made to the account maintained by the Defense Finance and Accounting System. If direct deposit is not available, a pay warrant (check) will be issued to the individual and mailed to their mailing address (from the personnel database of record). JFTX-SPFO-RB will contact the JFTX-J1 when checks are returned due to address errors. An incorrect address is the most common error resulting in payroll and tax document delay.

c. Units authorized to create individual orders and vouchers will use only the approved software to generate payroll. Software used to create the vouchers is available through each component headquarters. The approved software will allow the creator to review the payroll spreadsheet to ensure accuracy before generating the individual vouchers. Units can use the software to generate individual orders at reception. It is critical that dependent status and mailing address is corrected in the appropriate Personnel Database the day prior to cutting individual orders/vouchers.

d. Commanders must ensure the unit submits complete payroll packets through the organic chain of command to JFTX-J1 no later than two (2) days after the end of the SAD event or notification of an interim payroll. Any delay in submission will result in delay in payment.

e. Payroll packet documents and files must comply with all formatting and naming conventions. Packets will include:

(1) Unit Payroll Spreadsheet. This Excel spreadsheet is generated for the payroll automatically. The file name: Mission Number followed by the Unit name and end date. If a later payroll is generated for the same mission and end date, add a "2" to the end indicating a second payroll, etc. Payroll clerk must validate all information in the spreadsheet prior to generating the vouchers. See Tab B of this Annex for the spreadsheet format.

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(2) Individual Vouchers. A copy of all the unit individual vouchers in alphabetical order either in hard copy or in electronic pdf form. These are automatically merged documents required for pay and Federal Emergency Management Agency (FEMA) reimbursement. A responsible unit representative will sign each individual voucher indicating that all data is correct. If any information needs to be changed on a voucher, the corresponding information in the spreadsheet must be updated as well manually. If vouchers are transmitted in pdf form, combine them in alphabetic order and send as one file. The filename: Mission Number followed by the Unit name and end date. If a later payroll is generated for the same mission and end date, add a "2" to end indicating a second payroll, etc. See Tab C of this Annex for a voucher sample.

(3) Payroll Cover Sheet. Electronic document identifying mission number (from component order), unit name, org code (eg UIC), and end date. This wording may be included in the contents of the email accompanying the spreadsheet instead of a separate file. It reads as follows:

"Please process the attached spreadsheet for State Active Duty these service members performed on [date] thru [date], mission reference # [mission ref #] in support of [event]. Cover sheet on SAD orders is [mission #] [unit] [org code] [end date]."

f. Components will consolidate payrolls by no lower than brigade/wing level before submission to JFTX-J1.

g. JFTX-J1 will provide quality control, continued merging of payrolls if required, and submission to JFTX-SPFO. JFTX-J1 is also responsible to monitor the payroll process to ensure timely payment to service members.

h. All inquiries regarding pay must come through the organic chain of command to the JFTX-J1. The JFTX-J1 will respond and, when required, coordinate for information from JFTX-SPFO-RB. Members may receive pay in as little as two weeks, but units will submit inquiries only if member receives no payment in 30 days.

i. Compensation. Unless qualified for the differential, members are paid according to their grade, years of service, special pay (if applicable) and dependent status. They will be paid 1/30th of an active duty monthly pay (the equivalent of a single UTA) per day of SAD. Federal income tax will be withheld, but due to an exclusion of the Social Security Act (§ 218(c)(6)), no FICA will be withheld.

(1) Differential. Individuals will receive at a minimum the state's reimbursement rate for lodging and meals per day while on SAD. This is an arbitrary by-law requirement. It has nothing to do with per diem or individual travel authorization. Daily base pay and allowances (no special pay included) are added and the sum compared to the state's current reimbursement rate. If the pay sum is less, the difference between that sum the reimbursement rate is determined. This difference is known as the 'differential'.

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The differential is added to the daily base pay and this base pay total becomes the new daily base pay for that individual and should be reflected in any base pay cell.

(2) Special Pays. Units must be prepared to submit required supporting documentation in order for members to receive any special or incentive pay. If authorized Aviation Career Incentive Pay (ACIP), the member will receive the prorated amount. Special Duty Assignment Pay (SDAP) is not an automatic payment. All federal requirements for SDAP must be met including that the duty is required as part of the SAD mission. No Foreign Language Proficiency Pay (FLPP) is authorized unless mission is extended to preclude the member from performing federal duty in the month. In this case, coordinate with JFTX-J1 for approval through the JFTX-SPFO prior to completing payroll.

(3) Per Diem is for meals only. Units will coordinate through the JFTX-J4 at the JLOC prior to and during an SAD operation for all meals, lodging and transportation needs. See Annex D (Logistics) of this SOP for details. When only meals are required, per diem can be pre-authorized and paid through payroll. See the Texas Comptroller website for current rates: <http://www.window.state.tx.us/comptrol/texastra.html>

(4) Payroll Reductions. The system automatically identifies payments issued to individuals that have outstanding state debts. SAD pay is treated as a Special Pay by the state and is therefore subject to holds for debts from any state agency. The most common by far is delinquency in payments for child support. The member will receive a "Notice of Warrant Held" sent by the Office of the Attorney General (OAG), requesting a restitution agreement for the claim within 20 days of the notice. Contact the OAG at 1-800-252-8014 for resolution. See paragraph 6 g. below more details regarding holds.

(5) Tax Documents. Base pay and special pays are considered taxable income, while allowances and per diem are non-taxable.

(a) At the beginning of the following calendar year, members who participated in SAD will receive an IRS W-2 from JFTX-SPFO indicating income earned and taxes withheld for that calendar year.

(b) The most common delay is due to incorrect address. JFTX-SPFO will contact the JFTX-J1 when W-2's are returned due to address errors. JFTX-J1 will contact the components in order to obtain updated mailing address information. It is imperative that any change of mailing address is updated in the personnel database of record (MILPDS, SIDPERS, and TXSG Db) to ensure that W-2 Forms are redirected properly.

(c) Due to a mandatory exclusion of the Social Security Act (§ 218(c)(6)), no FICA will be withheld. This is because the services are performed by employees hired on a temporary basis in case of fire, storm, snow, earthquake, flood or similar emergency.

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6. Reimbursement. When individual travel is pre-authorized, any meals, lodging, rental and rental gasoline, or POV mileage will have to be reimbursed using a State Travel Voucher. Individual orders should state which travel reimbursements are pre-authorized (ie meals, rental and rental gasoline or POV mileage.) See Reimbursements, paragraph 6 below for details.

a. All meals, lodging and transportation will be coordinated through the JFTX-J4 at the Joint Logistics Operations Cell (JLOC) prior to and during SAD operations. The requirement for individual travel, meals, and lodging must be mission-essential, best-cost option, and approved in advance by the JFTX-J4-JLOC ICW the JFTX-J3. The JFTX-J4-JLOC will track requests and coordinate with JFTX-SPFO-RA and JFTX-J1, as required, to ensure funds available and orders are correctly coded. Members that are pre-authorized individual travel should be able to call for contract lodging and transportation through the JLOC. See Annex D (Logistics) of this SOP for details.

b. Personnel pre-authorized individual travel during SAD may request reimbursement even if per diem was not authorized on the individual payroll voucher. No one may request reimbursement from more than one source (ie via federal travel voucher or state credit card.) If per diem was pre-authorized and paid via payroll, the member may not request reimbursement for meals.

c. Traveler is expected to use least cost method of travel, lodging and meals. The state will pay only what is reasonable and necessary. Members must travel and room together within reason, whenever they are traveling to the same location and only one traveler will be reimbursed the associated costs.

d. Claim Packets. The packet for the claim includes the following:

(1) A State Comptroller of Public Accounts Travel Voucher/Form (73-174) must be used for travel reimbursements. See Tab D of this Annex. The Voucher can be found at: www.texasnationalguard.us/dsca. The first tab provides instructions. Members must complete frontpg1 and backpg1 tabs for the claim. Ensure the daily itinerary of travel is included at item 'y' with reason trip was mission essential. Identify all passengers. Continue on backpg2, etc. if more space is needed. The voucher must be complete, signed by the claimant and verified by an officer in the claimant's unit, component headquarters or the JFTX-J4 office. Only lodging, rental vehicle and associated gasoline or POV mileage, meals, and associated taxes can be paid using this form.

(2) An original receipt for pre-authorized lodging and hotel taxes must accompany applicable claims. Lodging and meals can be reimbursed for actual expenses up to the state's current reimbursement rates, plus taxes (local and state). No receipt is required for meals. See <http://www.window.state.tx.us/comptrol/texastra.html> for rates.

(3) Original receipts for pre-authorized rental vehicle and gasoline purchases, must accompany applicable claims. Traveler is required to refill the tank prior to turn in, but rental vehicle vendor refills (set price) will not be reimbursed. Mileage may be

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authorized when use of the POV is pre-authorized. Authorized mileage is only those trips greater than fifty (50) miles one-way. Travel to and from the location of duty on the first and last day of the travel duty and between duty assignments is reimbursed only if pre-authorized. No in-and-around mileage is authorized unless the nature of the duty included use of POV to move supplies and equipment. Mileage is paid point to point as in the Texas Mileage Guide: <http://www.window.state.tx.us/comptrol/texastra.html>.

(4) Individual orders must accompany the claim. Information on the orders must agree with like information on the claim. Without explanation from the traveler, the voucher will be returned.

(5) If the order does not specify pre-authorization for individual travel, the Governor's Department of Emergency Management ICS 213 or FRAGO from the JFTX-J3 ordering the mission is required. Supporting document must accompany applicable claims. This FRAGO or ICS 213 can often be obtained from the Component JOC LNO. If the packet arrives at component headquarters without the document, request it from the JFTX-J3-JOC.

(6) If a Texas State Guard (TXSG) member is conducting duty without pay, but receiving travel reimbursement, the claim must be accompanied by copy of the traveler's driver's license or other identification with address and Social Security Card.

(7) Other items included will ensure faster payment.

(a) Contracted hotel information from website:

http://portal.cpa.state.tx.us/hotel/hotel_directory/map.cfm?fy=2009

(b) Out-of-State rates from federal website:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

(c) Texas Mileage Guide mileage results page:

<http://ecpa.cpa.state.tx.us/mileage/Mileage.jsp>

(d) A signed Adjutant General's Department Memorandum SUBJECT: Election to Disclose/Protect Personal Information accompanying the claim will allow the address to print on the warrant (check) easing mailing. Find the Privacy Disclosure form at: www.texasnationalguard.us/dsca. The member is authorized to use the blank form found at Tab E of this Annex. If the member wishes not to authorize the access, a mailing label with the claimant's mailing address should accompany the claim.

e. Members will forward all packets through their organic chain of command directly to the respective component headquarters for submission to JFTX-SPFO-RA. Claim packets for travel reimbursement must be submitted through the member's organic chain of command to arrive at JFTX-SPFO-RB no later than 30 days from the last travel day of duty. Incomplete packets will be returned without action to the component headquarters. Due to audit requirements, any claim packet received by JFTX- SPFO-RA exceeding 90 days will be rejected and not paid.

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f. Other expenses. Members may request goods and services using JFTX Form 34 (Purchase Request) and sending to the JFTX-J4-JLOC for approval. The JLOC can prepare and submit the form with coordination. Reimbursements for other-than-travel expenses must be obtained using this procedure. The form will describe the expense, and outline its justification. If being completed for reimbursement, include evidence of the expense such as a receipt and route through chain of command to the JFTX-J4-JLOC. The JFTX Form 34(Purchase Request) can be found at: www.texasnationalguard.us/dsca. The Property and Fiscal Budget and Contracting Branch, JFTX-SPFO-RP, processes all such requests and reimbursements.

g. Reductions or non-payment. Any member who is delinquent in payments to the State of Texas for Child Support, Student Loans, College Coordinating Board payments, Unemployment Taxes or State Tax Liability of any kind, (sales, local, franchise, lottery, motor vehicle, etc.) may have a hold placed on their SAD pay check, travel or purchase reimbursements. When this occurs, the member should receive a "Notice of Warrant Held" sent by the initiating State agency requesting a restitution agreement for the claim within 20 days of the notice. If no action is taken, the payment will be applied to the debt in 30 days. Contact the appropriate agency below for resolution:

Office of the Attorney General	1-800-252-8014
Comptroller's Office	1-800-531-5441
Guaranteed Student Loan	1-800-252-9743
Texas Workforce Commission	1-800-832-9243

- Tab A - (Purchase Request)
- Tab B - (Unit Payroll Spreadsheet)
- Tab C - (Individual Voucher Template)
- Tab D - (State Travel Voucher)
- Tab E - (State Disclosure Blank Form)

Tab B (Unit Payroll Spreadsheet) to Appendix 6 (Finance) to Annex E (Personnel) Texas Military Forces Standing Operating Procedures for Support to the State

The unit payroll spreadsheet is generated automatically by the authorized component software. Units will review the spreadsheet to ensure accuracy before taking the next step, creating the vouchers. It has the following columns exactly, a single row for each member being paid:

- (a) Social Security Number (all numeric; include leading zeroes, but NO dashes)
- (b) Name (all alpha; no punctuation)
- (c) Mailing Address: Street address (use no periods or commas)
- (d) Mailing Address: Additional (eg APT 5)
- (e) Mailing Address: Town
- (f) Mailing Address: 2-digit State Code
- (g) Mailing Address: Zip Code (can be 5 character or extended zip with dash)
- (h) Birth Date (format: MM/DD/YYYY)
- (i) Sex (Single character code: M or F)
- (j) Race (Default to '0')
- (k) Duty: Start Date (format: MM/DD/YYYY)
- (l) Duty: End Date (format: MM/DD/YYYY)
- (m) Total Taxable Pay (numeric format: 99999.99, right justified - no \$ sign.
Total taxable pay equals: Base-pay (adjusted if differential required) plus authorized special pay * number of duty days)
- (n) Total Non-Taxable Pay (numeric format: 99999.99, right justified - no \$ sign.
Total Non-taxable pay equals: Allowances plus authorized per diem * number of duty days)
- (o) Total Gross Pay (numeric format: 99999.99, right justified - no \$ sign. Total Gross Pay equals: Taxable pay plus Non-taxable pay)

(The following are added for quality control purposes and will not be sent to the state comptroller.)

- (p) Pay Grade (alphabetic)
- (q) Pay Date/PEBD
- (r) Years of Service for pay purposes
- (s) Dependent Status: (Y or N)
- (t) Authorized Special Pay Type
- (u) Special Pay Amount (Daily amount authorized for pay. numeric format: 99999.99, right justified - no \$ sign. Units must be prepared to provide federal authorizing, assignment, and duty-qualifying documentation.)

Tab D (State Travel Voucher) to Appendix 6 (Finance) to Annex E (Personnel) to Texas Military Forces Standing Operating Procedures for Support to the State



Comptroller of Public Accounts Form 73-174 Rev (9-01/7)

TRAVEL VOUCHER / FORM

1. Archive reference number	2. Agency number	3. Agency Name Adjutant General's Department				4. Current document number
5. Effective date (Agency use)		6. Doc date (First date of travel)	7. DOC agency	8. FY	9. Document amount \$0.00	
10. Pay to:					11. Title	
					12. Designated headquarters	
13. Texas identification number			14. I am an "appointed officer" and certify that all documentation required to be filed with the Texas Ethics Commission has been filed. sign here ▶			

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

16. Service date (Last date of travel)	17. Description (Agency use only)
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18. DISTRIBUTION	AMOUNT
Expense itemization for in-state travel:	
Fares, Public transportation Taxi	0.00
Personal car mileage 0.00 Miles @ (Rate set by Legislature)	0.00
Meals and / or lodging	0.00
Parking	
Incidental expenses (itemize)	
Expense itemization for out-of-state travel:	
Fares, Public transportation Taxi	0.00
Personal car mileage 0.00 Miles @ (Rate set by Legislature)	0.00
Meals and / or lodging	0.00
Parking	
Incidental expenses (itemize)	
TOTAL	\$0.00

19. I certify that the expense account shown above is true, correct, and unpaid.			
sign here ▶ Claimant	Date	sign here ▶ Supervisor	Date
20. Contact name		21. Agency use	
Agency sign here ▶		Title	Date
22. Approval			

Tab E (State Disclosure Blank Form) to Appendix 6 (Finance) to Annex E (Personnel)
Texas Military Forces Standing Operating Procedures for Support to the State

State Human Resources

01 July 2001

MEMORANDUM FOR All State Employees

SUBJECT: Election to Disclose/Protect Personal Information

1. Effective 1 September 1995, State law requires each current employee or official of a governmental body, and each former employee or official of a governmental body, to choose whether or not to allow public access to the information in the custody of the governmental body. This concerns information that relates to the person's home address, home telephone number, social security number, or that reveals whether the person has family members. *Texas Government Code §552.024(a)*.
2. Please check the applicable lines below, sign, date, and return the form to the State Human Resources Office. If you don not complete and return this form, you personal information is subject to public access.

I **do not** authorize public access to the following:

- Home Address
- Home Telephone Number
- Social Security Number
- Information that reveals whether or not I have family members

I **do** authorize public access to the following:

- Home Address
- Home Telephone Number
- Social Security Number
- Information that reveals whether or not I have family members

3. I understand that I may change the above-stated designation, at any time, by filing a new election form with the State Human Resources Office.
4. This memorandum supersedes Memorandum, SUBJECT: Election on Disclosure of State Employee's Home Address and Telephone Number, dated 11 February 1992.

Employee's Signature

Employee's Printed Name

Date

(Revised 05/04/09)