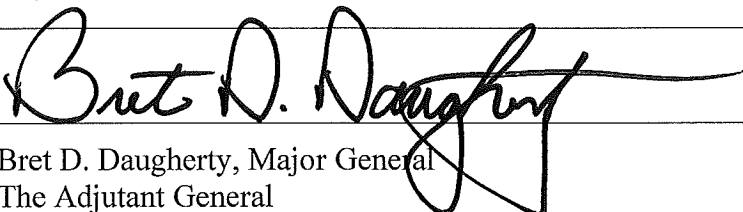


**Unified Washington Military Department and National/State Guard Policy
No. 19-01**

Title	State Active Duty Pay
References	38.08.040 RCW (Governor may order out organized militia) 38.24.050 RCW (Pay of officers and enlisted personnel) 49.46.020 RCW (Minimum hourly wage) 43.06.270 RCW (State of emergency—State militia or state patrol—Use in restoring order) National Wildfire Coordinating Group Administratively Determined Pay Plan (ADPP) Defense Finance and Accounting Service (DFAS) Military Active & Reserve Component Pay Tables DOD 7000.14-R Financial Management Regulation
Attachment	WMD ADPP Crosswalk
Information Contact	State Finance Director Building 1, (253) 512-8115 Manpower and Personnel Directorate (J1) Building 33, (253) 512-7670
Effective Date	July 28, 2019
Revised	July 24, 2020; effective for the pay period beginning 16 July 2020
Approved By	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

This instruction establishes Washington Military Department (WMD) policy related to pay for National and State Guard Members on State Active Duty (SAD) as described in the Revised Code of Washington (RCW) 38.24.050.

Scope

This policy governs the rate of pay for commissioned officers, warrant officers, and enlisted personnel of the Washington National Guard and Washington State Guard while in State Active Duty status.

Definitions

- 1) **Service Member:** This term applies to members of the Washington National Guard and the Washington State Guard.
- 2) **State Active Duty (SAD):** The military status that occurs when service members are activated by the Governor under RCW 38.08.040 or RCW 43.06.270.
- 3) **Military Monthly Pay and Allowances:** Calculated using federal pay and allowances the service member is entitled to while serving in an active military status per the Defense Finance and Accounting Service (DFAS) Military Active & Reserve Component Pay Tables and the Department of Defense Financial Management Regulation DOD 7000.14-R. This includes active duty basic pay rate, basic allowance for housing (BAH), basic allowance for subsistence (BAS), and incentive pay (if applicable). The BAH rate based on primary residence applies for contingency operations (including just-in-time training) and long term SAD missions, and the BAH-Reserve Component (BAH-RC) rate applies for pre-incident service.
- 4) **Contingency Operation:** A military support operation in SAD status for missions in response to natural disaster, terrorist attack, war, insurrection, rebellion, invasion, tumult, riot, mob, or organized body acting 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 this state, or the United States, or in case of the imminent danger of the occurrence of any of said events, or at the lawful request of competent state or local authority in support of enforcement of controlled substance statutes, or whenever responsible civil authorities shall, for any reason, fail to preserve law and order, or protect life or property, or the governor believes that such failure is imminent, or in event of public disaster, or when otherwise required for the public health, safety, or welfare, or to perform any military duty authorized by state law. To qualify as a Contingency Operation, the mission must be designated as such in writing by the Governor or the Adjutant General.
- 5) **Long Term SAD Mission:** A military support operation that is designated by the Governor or the Adjutant General as expected to last at least 31 days, at least some of which is in SAD status. It can be a contingency operation or pre-incident service.
- 6) **Pre-Incident Service:** Military service conducted in SAD status for anticipated planning, training, exercises, and other administrative duties that are not of an emergent nature, prior to and in preparation for potential future missions.
- 7) **Just-in-time training:** Training conducted in SAD status during a contingency operation. It provides specific training required for the contingency operation.
- 8) **Military Pay Daily Rate:** Calculated using the federal military monthly pay and allowances divided by 30.

- 9) **State Minimum Wage Daily Rate:** This is the minimum rate personnel may receive when serving on SAD. The daily rate of pay calculated using the Washington state minimum wage established in RCW 49.46.020. This pay rate is calculated at 8 hours of straight pay, followed by 6 hours of overtime pay at 1.5 x minimum wage for a total of 14 hours per day.
- 10) **National Wildfire Coordinating Group (NWCG) Administratively Determined Pay Plan (ADPP):** A pay established by the National Wildfire Coordinating Group pursuant to 5 U.S.C. 5102 (c)(19), 7 U.S.C. 2225 and 2226, 16 U.S.C. 554e and 43 U.S.C. 1469 for the payment of casual hire emergency workers. Rates and positions are reviewed and updated on an annual basis by the NWCG.
- 11) **Administratively Determined Pay Plan (ADPP) Daily Rate:** Service Members serving on SAD specifically for wildland fire response are authorized to receive pay based on the assigned position held during that period of duty. The ADPP daily rate is calculated using the National Wildfire Coordinating Group (NWCG) ADPP published hourly rate for the assigned position on the ADPP multiplied by 14 hours per day.
- 12) **ADPP Exception Position:** Positions required for wildland fire response that do not clearly align with the positions listed in the ADPP. The Joint Staff and Director of Operations have identified exception positions traditionally required to support wildland fire response operations and aligned these positions with the ADPP pay classifications for exception positions. (See attached WMD ADPP Crosswalk)

Policy

- 1) The Manpower and Personnel Directorate (J1), in conjunction with the Programs and Resources/Comptroller Directorate (J8) and the WMD State Finance Office, will ensure Service Members receive the appropriate SAD pay as defined by this policy and state law. Standard operating procedures will be developed to ensure pay rates are updated to reflect changes in applicable federal and state law, policy, and guides used in the calculations outlined in this policy.
- 2) Service Members will be paid for SAD service beginning on the first day they report for duty, all days they are assigned to an accepted State Emergency Operations Center (SEOC) or other State Agency request, and ending on the day they are authorized to return to their home of record, including necessary travel time.
- 3) SAD pay is calculated and paid based on the highest of the three applicable WMD defined daily rates.
 - a) Military Pay Daily Rate
 - b) State Minimum Wage Daily Rate
 - c) ADPP Daily Rate: For wildfire response missions only. Pay is based on the ADPP daily calculation for the assigned position. This includes service members activated in support of the wildland fire who are not serving on a fire line (support personnel).

The highest daily rate is paid for all days assigned to that mission, for authorized travel days and for days at in-processing and out-processing locations. All days supporting an individual mission are paid at the same rate.

- 4) Service members attending pre-incident service (e.g. wildland fire fighting training academies) are paid whichever is greater of either their Military Pay Daily Rate for Pre-Incident Service or State Minimum Wage Daily Rate. Service members activated for just-in-time training for Contingency Operations are paid whichever is greater of either the Military Pay Daily Rate for Contingency Operation or State Minimum Wage Daily Rate or, if part of a wildland fire response, are eligible for the ADPP Daily Rate for the position for which the Service Member is training.
- 5) Service Members serving on SAD must take leave without pay for any time not available for SAD duties during the assigned period of service (e.g. drill weekends, sick leave or personal leave).
- 6) The military monthly base pay, any applicable military incentive pay, State Minimum Wage Daily Rate pay, and ADPP Daily Rate pay are taxable income; BAH and BAS are not taxable. Federal taxes are withheld at the Single/0 withholding amount unless the service member requests otherwise using the appropriate IRS forms.
- 7) Service Members determined to be medically non-available on day one will be paid for one day of service at either their applicable Military Pay Daily Rate or the State Minimum Wage Daily Rate, whichever is greater.
- 8) Travel costs incurred during SAD, including lodging and per diem meals and incidentals, will be reimbursed in accordance with WMD State Travel Policy. A service member is in "travel status" if they are assigned to a duty station more than 50 miles from their home of record. Service members in remote or austere conditions, such as a fire line, are generally provided meals in lieu of per diem meals and incidentals because food is otherwise not readily available.
- 9) State Active Duty does not provide state or federal benefits such as leave accrual, holiday pay, unemployment, pension, medical benefits, or retirement points.

Responsibilities

1) Adjutant General

- a) Designate a State Active Duty mission as a "Contingency Operation" if appropriate; or obtain such a designation from the Governor in the Governor's proclamation activating the National Guard for State Active Duty.
- b) Designate a State Active Duty mission as a "Long Term Mission" if appropriate, or obtain such a designation from the Governor in the Governor's proclamation activating the National Guard for State Active Duty.

2) Joint Chief of Staff will:

- a) Approve ADPP exception positions for wildland fire response whenever positions are reviewed and updated, and as activations occur.
- b) Oversee updates and implementation of this policy.

3) Joint Manpower and Personnel Directorate (J1) will:

- a) Coordinate with applicable SAD database administrators to update pay rates and tables annually or as labor rates change.
- b) Update SAD in-processing and out-processing forms as required.
- c) Verify service member data on in-processing forms.
- d) Update/confirm service members' personnel data (including addresses) at the start of every activation in order to ensure accurate payment of BAH
- e) Coordinate with Director of Operations and Joint Chief of Staff to support ADPP exception positions.
- f) Provide data regarding Washington National Guard and Washington State Guard attendance rosters, personally identifying information, pay rates, dates activated, and other data as necessary to ensure accurate SAD pay to the State Finance Office.

4) Director of Operations (J3) will:

- a) Identify and update as necessary any ADPP exception positions for wildland fire response in accordance with Joint Operations Center requirements and NWCG ADPP instructions.
- b) Coordinate with Department of Natural Resources to determine the positions to be filled in the Joint Operations Center when a wildland fire response activation occurs.

5) Programs and Resources/Comptroller Directorate (J8) will:

- a) Provide updated pay rates and tables to the J1 annually or as labor rates change.

6) State Finance Office will:

- a) Pay service members in accordance with this policy and applicable state and federal laws, based on data received from the J1.
- b) Process A20-A Travel Voucher requests to provide reimbursement for eligible travel expenses and BAS.

7) Service Member will:

- a) Complete an IRS Form W4 if the service member wants to have federal taxes withheld at anything other than the default Single/0 rate.
- b) Complete WMD Form A20-A to request travel reimbursements, meals and incidentals per diem, and/or BAS, if applicable.