

Reserve and National Guard Pay Information

The Purpose of this Guide

Like all other documents of this nature, this guide is not all-inclusive. It does, however, cover subjects that we receive the most inquiries on. This information is current as of June 11, 2026.

In-processing Basics

Please provide a copy of your PCS or TDY orders and any amendments if applicable to your S-1. This document contains the funding/authorization code, as well as the dates that you should receive your pay and entitlements. Without your orders, the finance office cannot start your pay. The majority of Reserve and National Guard Service Members that arrive to Fort Eustis have not had their pay started by their home station. Therefore, it is imperative you in process with your S-1 to ensure that your pay request is processed.

****If a SM has already arrived and need a pay extension please provide a pay extension memorandum via UDL in IPSS-A****

Soldiers on PCS Orders

- Your BAH will be for the installation that you are assigned to, which is Fort Eustis. It will not be for your HOR zip code. Your state is also not the approving authority for this determination. To receive BAH for a different location other than Fort Eustis you must submit an ETP request to the Pentagon G-1 and receive their approval. This is the responsibility of the SM and will not be completed or submitted by the finance office. If your request is approved, please submit the ETP memo and a new DA form 5960 to your S-1 to route to the finance office for processing.
- To be paid for you and your families travel you will need to complete your DD form 1351-2 (Travel Voucher) in SmartVoucher. The Travel Voucher is used to request your mileage (MALT), Per Diem, Dislocation Allowance (DLA), and Temporary Lodging Expenses (TLE). If requesting TLE, you must attach a copy of a “zero balance” receipt to your SmartVoucher. The payment/processing of these entitlements are determined by the type of orders that the SM has been given. For SM's who are on Title 32 orders, your request will be submitted to your state for processing. For those who are on Title 10 orders, your request will be submitted directly to DFAS.
- For those who completed a PPM, which is also known as a DITY move, you must contact the Transportation Office for reimbursement.

Soldiers on TDY Orders

- Service Members who are on TDY orders will receive BAH for the Home of Record zip code stated on their orders. If this information is incorrect, you must get your orders amended for the finance office to code your BAH for a different location. Like all military request, supporting documentation must be submitted to support any time of transaction.

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Out-Processing Basics

- **Out processing** – When you out-process finance you must decide if you would like to carry over (keep) or sell your leave. This decision is entirely yours. Whichever decision you choose, the appropriate document will be provided to you for your signature and approval. (Note: The maximum leave that can be sold during a SM's career is 60 days. The following exceptions apply to USAR/NG Soldiers: Soldiers serving in support of contingency operations and Soldiers on Active Duty for 31 to 365 days).

Required Docs for Out processing:

- Original & Amendment Orders
- DD214 or DD220
- Leave Forms (IPPS-A absence request, Leave Verification, Leave Sell/Rollover Transition/PTDY (if applicable))

Points of Contact:

Mr. Martin and Mr. Javier. Mob/Demob Office, Bldg 650, Room #116 (757) 878-2227

Mr. Santos Reserve Career Counselor (757) 878-1043

MSG Hamer, Ricardo Reserve Component Career Counselor (757) 878-2934