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| STATE OF ALASKA | **NO** | **PAGE** |
| **DEPARTMENT OF MILITARY AND VETERANS’ AFFAIRS** |  | **1 of**  |
| **STANDARD OPERATING PROCEDURES** | **ISSUED** | **EFFECTIVE** |
|  |  | **Upon Issuance** |
| SUBJECT: State Active Duty Standard Operating Procedures | **APPROVED BY:** |
| CHAPTER | Commissioner |
| **PURPOSE:** To establish Department of Military and Veterans Affairs (DMVA) policy and procedures for State Active Duty (StAD)The purpose of the State Active Duty program (StAD), 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.”**DISTRIBUTION:**All DMVA Divisions, AKNG J-1 Staff**AUTHORITY:**AS 26.05.070AS 26.05.075AS 26.05.140AS 26.05.145AS 26.05.150AS 26.05.260AAM 60 Travel**DEFINITIONS:****Immediate Response:** 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**Organized Militia:** A former body of U.S. militia under the concurrent jurisdiction of both the state and the federal governments and now constituted as a National Guard**Resource Order:** A Resource Order is used to request tactical and non-tactical resources (supplies, equipment, personnel and services) in response to a specific incident**On Site Supervisor:** The Non-Commissioned Officer or Officer in Charge that deploys with a National Guard unit who is responsible for the time and attendance of the StAD soldiers at their designated duty location**Crew Time Report (CTR):** A form that is used at active fire locations to document the daily activities of all service members at each fire suppression location **OF288:** A document that is created using the information provided on the Crew Time Report that shows all time worked during a specified timeframe for each service member **POLICY:** Activation, Status, Time and Attendance, Pay Calculation, Travel**PROCEDURES:** 1. Procedures for Placing Individuals on State Active Duty:
	1. When a State emergency or other valid requirement exists, the Adjutant General alerts the Air/Army Commanders and Director of the Joint Forces Headquarters
	2. The Director of the Joint Forces Headquarters alerts the
		1. Alaska State Defense Force
		2. Alaska Naval Militia Commanders
		3. AKNG J-Staff Directors and the
		4. Adjutant General’s Special Staff for the emergency requirements, to include
			1. J3/5/7 Director of Operations
			2. J1 Director of Personnel and Manpower
			3. J4 Director of Logistics
			4. AKNG State Judge Advocate
			5. USPF&O
			6. Inspector General of the emergency requirement
	3. The respective commanders and directors notify their subordinate unit commanders who determine which personnel are available for use in the state for the emergency or immediate response
		1. Personnel may initially be deployed by Verbal Orders of the Commander (VOCO) for emergency situations followed with appropriate administrative actions
	4. The Commissioner’s office will contact the Governor’s office for approval to place personnel on (StAD) status
	5. The Division of Administrative Services (DAS) will be notified by the Commissioner’s Office that a StAD activation is being initiated
		1. DAS will provide a State of Alaska (SOA) payroll system enrollment packet for each individual for which orders are to be published
			1. Packet completion assistance is available upon request
			2. Packets can also be downloaded from <https://dmva.alaska.gov/DAS/StAD>
		2. DAS will be provided with an Alpha Roster by the Joint Operations Center (JOC) indicating all service members activated into StAD status
2. Procedures for requesting a One Card (P-Card) to purchase fuel:
	1. Unit Commanders will determine the need for the use of a state issued P-Card based on the resource order associated with the StAD activation
		1. P-Card requests must be submitted to DAS Admin, by submitting a StAD Cardholder Usage Agreement Form to mva.dasadmin@alaska.gov with the subject “StAD P-Card request”
		2. DAS Admin will notify the P-Card Administrator who will process the request
3. Procedures for Publishing and Distributing Orders and Status:
	1. The AKNG J1 office will be responsible for publishing State Active Duty orders for all members of the Organized Militia
	2. The J-1 will create an alpha roster of all activated personnel with attached orders and submit to DAS. This will ensure accurate tracking of all personnel in StAD status
	3. A list of all provided equipment must be submitted to DAS
4. Workers Compensation coverage during State Active Duty:
	1. A member of the organized militia who, while performing duties under AS 26.05.070 or training under AS 26.05.100, including transit to and from the member’s home of record, suffers an injury or disability in the line of duty is entitled to all compensation and benefits available under AS 23.30 (Alaska Workers Compensation Act)
5. Time and Attendance (Excluding Wildfire Support- See Section VI of this SOP):
	1. The on-site supervisor, or their designated representative, will provide the AKNG-J1 with a certification of attendance or timesheet for personnel ordered to State Active Duty
	2. For periods of State Active Duty, the attendance roster or timesheet (see form 9) will be submitted to DAS on a biweekly schedule each month to coincide with the processing of State payrolls
		1. The AKNG J1 or their designated representative, and DAS are the only authorized signatures to certify State Active Duty performance for payment
	3. The AKNG J1 will ensure all orders and forms are complete and accurate prior to submission to DAS. It is important to note that incomplete packets and/or timesheets will result in a delay of pay
		1. DAS will create and submit DMVA form 15’s (see form 8) along with timesheets (see form 9) for the processing of StAD pay
6. Computation of StAD Pay Rates/Allowances:
	1. All organized militia members must be entered into the State of Alaska payroll system before they can receive StAD pay. The soldier or their representative will complete and submit to DAS through the J-1 a Payroll System Enrollment Form (see form 1), IRS Form W-4 (see form 3), Employment Eligibility form I-9 (see form 2) and the associated identity documentation, Social Security card, SOA Supplemental Annuity Plan Beneficiary Designation 401(a) form (see form 5), and SOA Designation of Beneficiary for Unpaid Compensation (see form 4) for each Guard or ASDF member. Packets can be obtained on the DMVA website <https://dmva.alaska.gov/DAS>
		1. If assistance is required, coordinate with the DAS Division Operations Manager
	2. DMVA/DAS will compute StAD daily pay rates and process the DMVA Form 15’s (see form 8) for payment in conjunction with SOA payroll on a biweekly pay schedule. Organized Militia members will receive their StAD pay within two weeks following the end of the pay period. Official State of Alaska pay schedules can be found at <http://doa.alaska.gov/dof/payroll/sal_sched.html>
	3. Determining members of the organized militia StAD Daily Pay Rate: In accordance with AS 26.05.260 members of the Alaska National Guard and members of the organized militia are entitled to receive, for each day of active service under AS 26.05.070, pay in an amount equal to the pay received by a member of the of the regular armed forces of the United States in the same grade and rank as the member of the organized militia
	4. To calculate individual pay DAS uses the most current active duty military pay table, basic allowance for housing (BAH) table, basic allowance for subsistence (BAS) table, and the current overseas Cost of Living Allowance table
	5. Base pay rate: Start at <https://militarybenefits.info/2019-military-pay-charts/> Locate the active duty monthly base pay rate for each pay grade based on years of service (E1 through E9) (O1 through 06) (01E through 03E) and (W1 through W5) multiply by 12 (months) and divide by 365 (days in year) to determine the active duty daily base pay rate
	6. Basic allowance for housing (BAH): Start at <https://militarybenefits.info/2019-bah-basic-allowance-for-housing-rates/> Select the duty station and paygrade for the monthly (BAH). Multiply by 12 (months) and divide by 365 (days in year) to determine the daily (BAH) pay rate. Amount changes based on dependent status
	7. Basic allowance for subsistence (BAS): Start at <https://militarybenefits.info/2019-bas-basic-allowance-for-subsistence-rates> This is a fixed rate for officers and enlisted personnel
	8. Cost of living allowance (COLA): Start at <https://www.defensetravel.dod.mil> select the year, month, and pay period. Select the duty station, pay grade, years of service, number of dependents, and whether the service member lives in the barracks. This is a per pay period rate for all personnel
	9. Incentive Pay: All members of the organized militia who qualify for incentive pay, must self-identify with the incentive pay classification prior to packet submission to DAS
	10. Tax: When called into State Active Duty, all pay and allowances are subject to federal tax. Although the active military pay scale and allowance chart are utilized for pay calculation, all pay and allowances are taxed at the federal tax rate. StAD is an activation by the Governor in a State status and all pay and allowances are taxable
	11. If there are any questions regarding computation of StAD pay, contact the DAS office
7. Determining StAD Emergency Firefighter (EFF) hourly pay rate- DNR specific:
	1. Organized Militia members activated to state active duty in support of wildland fires, and who directly engage in firefighting activities 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 <http://forestry.alaska.gov/fire/incidentmanagement.htm>.
	2. Hours worked by AKNG members activated to state active duty in support of wildland fires will be reported on a DNR Crew time Report (CTR-see form 11), The CTR 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
	3. Military Helicopter Managers (MHEM) will report daily crew duty hours on DNR’s Crew Time Reports (see form 11). CTR’s will be submitted daily to the Agency Helibase Manager and Aviation Military Liaison (AAML)
	4. The AAML will arrange for a DOF timekeeper to transfer the CTR hours to an OF-288 (see form 10) for each AKNG member activated to state active duty in support of wildland fires. The AAML will then send the completed OF-288s (see form 10) to DMVA/DAS on the 1st and 16th of each month
	5. DMVA/DAS will submit the received OF-288s (see form 10) along with the corresponding DMVA Form15 (see form 8), timesheet (see form 9) and orders to SOA Payroll for payment
	6. SOA Payroll will follow pay administration guidelines regarding EFF pay, found in the AIBMH, to calculate overtime pay due as applicable
		1. 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
		2. EFF are paid no less than 8 hours of work per day except the first and last day
		3. EFF are not paid for days off, to include the mandatory days off necessary to meet crew endurance requirements
8. Determining StAD Per Diem and Travel:
	1. All travel must be approved in advance by the Adjutant General and coordinated through the DAS office. Members of the organized militia are not authorized to book their own travel while in StAD status
	2. Requests for travel reimbursement and per diem must be submitted on the State of Alaska Travel Questionnaire (see form 7) within 5 working days after travel is completed
	3. Alaska National Guard/Naval Militia: Any travel and per diem authorized while performing StAD will be submitted through the AKNG J1 to DMVA/DAS in accordance with State of Alaska Travel Regulations (AAM-60). The DMVA/DAS Travel Desk 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-288’s (see form 10). DMVA/DAS will compute the remaining per diem owed and process the request for payment
	4. Alaska State Defense Force: Any travel and per diem authorized while performing StAD will be submitted through the Commander, ASDF to DMVA/DAS in accordance with 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
9. Emergency After Hours Procedure:
	1. Upon notice of activation, DAS will provide the designated J-1 representative with the after-hours procedure for travel
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| **Forms to follow:**1. Alaska National Guard/ASDF Payroll System Enrollment Form
2. Employment Eligibility Verification Form (I-9)
3. Employee’s Withholding Allowance Certificate (W-4)
4. State of Alaska Designation of Beneficiary for Unpaid Compensation
5. State of Alaska Supplemental Annuity Plan Beneficiary Designation Form (401a)
6. State of Alaska Payroll Direct Deposit Form
7. State of Alaska Department of Administration, Division of Personnel & Labor Relations Travel Questionnaire for Overtime Eligible Employees
8. State Active Duty Pay Sheet (DMVA Form 15)
9. State of Alaska Timesheet
10. OF-288
11. Crew Time Report
12. StAD Cardholder Usage Agreement Form
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