



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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Brigadier General
The Adjutant General

TAG POLICY LETTER 03-3

12 March 2003

NJARNG PAY MANAGEMENT

1. Reference: National Guard Regulation (AR) 350-1, dated 29 Oct 02 (draft).
2. Due to the Global War on Terrorism (GWOT) and Army Transformation, resources for IDT and AT pay must be closely monitored and strictly managed IAW applicable regulations. National Guard Soldiers are authorized to perform 48 Unit Training Assemblies (UTA's) and 15 days of Annual Training (AT) per fiscal year. NGB has the ability to review a state's attendance figures and make their own estimates of a state's funding needs. In order for the G3 to manage and justify NJ expenditures, the following policies shall be enforced.
3. A unit has 90 consecutive days for all unit members to complete a UTA, MUTA, SUTA, Equivalent Training (ET) or Reschedule Training Assembly (RTA). The time starts when the first member or portion of the unit performs the assembly.
4. SUTA policy for all NJARNG personnel is that individuals must perform SUTA's not more than thirty (30) days prior to the scheduled IDT or more than sixty (60) days after the scheduled IDT period. Soldiers in a SUTA status who do not perform the duty within the 90-day window will not be paid.
5. In the case of an RTA, if the assembly cannot be completed within 90 days due to funding constraints or other compelling reasons, the affected unit members will receive constructive attendance for the period missed. The Adjutant General, ATTN: G-3, is the approving authority for granting constructive attendance for a RTA that cannot be completed.
6. Units must take extreme care to insure all entries on DA Form 1379's are accurate. Units should review DA Form 1379's prior to the expiration of the 90-day period and submit changes as required.
7. DA Form 1379 changes outside of the 90-day window, which require a soldier to be paid due to an administrative error or erroneous code, must be submitted through command channels to the G3 for approval. G3 will approve justified requests for IDT pay based on available funds. Only upon G3 approval will units submit requests for pay to USPFO outside the 90-day window.

8. Unit commanders will not authorize split training, or other “make-up” drill performance to bridge from one fiscal year to the next. This is to ensure that IDT funding is executed only in the year in which it is programmed, and avoid undefined carry-over liability from the preceding year.

9. Unit personnel will not be in an ADT, ADSW or State Active Duty status or perform an ATP/RMP on the same day as a scheduled UTA, MUTA, SUTA or RTA.

10. Members of the ARNG will attend IDT assemblies with their units unless excused or granted constructive attendance by TAG or Unit Commander as outlined in NGR (AR) 350-1.

11. Personnel returning from an active duty tour of 30 days or more will not be resourced for 15 days of AT, or the 4 UTA’s per month accumulated during the duty period.

(G3)



GLENN K. RIETH
Brigadier General, NJARNG
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