

PART ONE

BASIC AND SPECIAL PAY

★CHAPTER 01

CREDITABLE SERVICE0101 SERVICE WHICH IS CREDITABLE010101. General

A. The military pay and personnel systems use a variety of dates to determine various entitlements. Among them is the date which denotes how much service a member has for the purpose of determining longevity pay rates. The Army refers to this as the pay entry basic date, the Navy and Marine Corps refer to this as the pay entry base date, while the Air Force calls it simply the pay date. This chapter will refer to it as the basic pay date, which is defined as reflecting all service which is creditable towards longevity.

B. The member's servicing personnel office is responsible for providing, when necessary, a statement of service which can include the basic pay date, total active Federal military service date, total commissioned Federal military service date, and a variety of other dates, depending on the nature of the individual member's service. This regulation details only the computation of the basic pay date, since service personnel regulations control the computation of all other dates.

010102. Computation of Creditable Service. For most members who enter and serve on active duty without a break in service, the basic pay date is the date the member enters active or inactive service. If however, there is a break in service, the time between periods of service usually is not included. Also, there are statutory periods when service in a particular component may not be counted. Conversely, there are periods for which some members are given constructive service, even though they were not actually serving on active or inactive duty. Use the following to compute basic pay date when there has been a break in service of any kind or if there is a need to include constructive service.

010103. Creditable Service Periods. Include active or inactive service in any of the following components without restriction:

- A. Air Force, Army, Naval, Marine Corps, and Coast Guard Reserves.
- B. Air Force of the United States (service without specification of component).
- C. Air National Guard.
- D. Air National Guard of the United States.
- E. Army of the United States (service without specification of component).
- F. Army National Guard.
- G. Army National Guard of the United States.
- H. National Guard.
- I. National Guard of the United States.
- J. Nurse Corps and Nurse Corps Reserve of the Public Health Service.
- K. Public Health Service and Reserve Corps of the Public Health Service.
- L. Regular service in the Army, Air Force, Navy, Coast Guard, and Marine Corps.

010104. Other Creditable Service (With Restrictions as Noted). Include the following periods of service:

- A. Officer, deck officer, or junior engineer service in the National Oceanic and Atmospheric Administration, including similar periods of service in the former corps of the Environmental Science Services Administration and the US Coast and Geodetic Survey.
- B. Service on a military service retired list, temporary disability retired list, or honorary retired list of any uniformed service, or service as a member of the Fleet Reserve or Fleet Marine Corps Reserve.

C. Any period of service during which a member is entitled to retired, retirement, or retainer pay from any Uniformed Service.

D. Any period of service during which the member is entitled to compensation from the Department of Veterans Affairs on account of service.

E. Periods after 11 December 1941, when an enlisted member is retained after expiration of term of service of an Armed Force for medical care or hospitalization for disease or injury incident to service. Do not credit such periods of service if the underlying medical condition requiring medical care or hospitalization was due to the member's misconduct.

F. Service otherwise creditable that is performed before a member reaches the statutory age for enlistment unless the enlistment contract was voided or invalidated for fraud.

G. Active service performed as a temporary member of the Coast Guard Reserve.

H. Service terminated by desertion or dishonorable discharge, unless the enlistment was fraudulent and was voided for that reason.

I. Service as a cadet or midshipman at a military service academy is always creditable service for an enlisted member. See table 1-1 to determine whether such service is creditable for commissioned and warrant officers.

J. Periods of service when a member is detailed to and receiving pay and allowances from any other agency of the United States, even though accrual of military pay and allowances is suspended.

K. Service as a member of the Army, Navy, or Air Force Reserve Officers' Training Corps, provided the member has concurrent Reserve status. Do not credit such service after 13 October 1964, for commissioned or warrant officers.

L. Effective 26 December 1974, service as an aviation midshipman under the Act of 13 August 1946, 60 Stat. 1057, (reference (a)).

M. Service as an enlisted member in the Reserves before beginning active duty in a Regular component, provided the member enlisted in the Reserve component before 1 January, 1985. This is frequently referred to as the delayed enlistment program.

N. Inactive service as an enlisted member in the Reserves between the time of enlistment and the date the member began active duty, or active duty for training, in a Reserve component, provided the member enlisted in the Reserve component before 28 November 1989. If the enlistment began after 27 November 1989, it is creditable service only if the enlisted Reserve member performed inactive duty training before beginning service on active duty for training.

O. Any period of service which was creditable under a law in effect on 10 January 1962.

010105. Constructive Service

A. Some medical and dental officers are entitled to extra credit for longevity purposes to reflect the time spent in medical or dental school. Medical and dental officers must meet one or more of the following criteria to be entitled to the constructive credit:

1. On or before 15 September 1981, the officer already had the constructive service credit; the credit is not lost if there is a break in service either before or after that date. This includes PHS officers.

2. On 14 September 1981, the individual was enrolled in either the Armed Forces Health Professions Scholarship Program or the Uniformed Services University of Health Sciences, completes such program, and is appointed as a medical or dental officer.

3. On 14 September 1981, the individual was participating in a program which credits years of service and leads to an appointment as an officer in the Army, Navy, Air Force or Marine Corps.

B. Medical and dental officers who meet the criteria in paragraph A above are entitled to 4 years' constructive service credit. Also, those

medical officers who have completed medical internship or its equivalent, or who entered military status while serving such an internship, are entitled to a fifth year of constructive service credit.

C. Where a member is entitled to service credit for a period covered by the constructive credit, reduce the constructive service credit by an amount equal to the actual service credit.

010106. Examples:

A. An individual completes dental school on 11 June 1977, and accepts commission as a dental officer on 3 August 1977. Credit the member with 4 years of constructive service and set basic pay date at 3 August 1973.

B. An individual completes medical internship on 30 June 1979, and accepts commission as a medical officer on 11 August 1979. Credit the member with 5 years constructive service and set basic pay date at 11 August 1974.

C. An individual enters medical school in 1970, and accepts a commission on 12 January 1972; he graduates from medical school on 10 June 1974, and completes a civilian residency during the period from 1 July 1974, through 30 June 1975. Compute basic pay date as follows:

First compute dual status period, which is the period of time between date of commission and date of graduation.

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
Graduated:	74	06	10
Commission Date:	<u>72</u>	<u>01</u>	<u>12</u>
Dual Status Period:	02	04	28+1 (inclusive day)

Then compute constructive service credit, which is the 4 years constructive credit less the time already credited as commissioned service:

Maximum constructive service credit:	03	11	30
Less dual status time:	<u>02</u>	<u>04</u>	<u>29</u>
Constructive Credit:	01	07	01

The member's basic pay date is 1 year, 7 months, and 1 day before his commission date of 12 January 1972, or 11 June 1970.

D. The scenario is the same as in C above, except the member accepts the commission on 12 July 1974, after starting the internship, so he is entitled to 5 years of constructive service credit instead of 4.

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
Date finished internship:	75	06	30
Commission date:	<u>74</u>	<u>07</u>	<u>12</u>
Dual status period:	00	11	17+1 (inclusive day)
Maximum constructive service credit:	04	11	30 (5 years)
less dual status time:	<u>00</u>	<u>11</u>	<u>18</u>
Constructive credit:	04	00	12

The member's basic pay date is 4 years, no months, and 12 days before his commission date, or 1 July 1970.

E. An officer who had been commissioned on 19 November 1962, enters dental school on 9 September 1970, and graduates 28 May 1974. To compute constructive service credit:

First, compute dual status:

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
Graduated:	74	05	28
Started School:	<u>70</u>	<u>09</u>	<u>09</u>
Dual Service:	03	08	19+1 (inclusive day)

Then deduct the dual service from the 4-year constructive credit period to arrive at net constructive service credit.

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
Maximum constructive service credit:	03	11	30 (4 years)
less Dual Service:	<u>03</u>	<u>08</u>	<u>20</u>
Constructive credit:	00	03	10

Change the member's basic pay date 3 months and 10 days before his previous one (19 November 1962) to 10 August 1962.

0102 SERVICE NOT CREDITABLE

010201. In general, do not use any service which is not listed as creditable service to compute a basic

pay date. The following list includes a few types of service which are not creditable:

A. Time served in an enlistment which is terminated, voided, or invalidated as fraudulent.

B. Time served as a commissioned officer in the Philippine Army.

C. The constructive time authorized by the Act of 28 December 1945 (59 Stat 664), (reference (b)), for determining grade and eligibility for promotion.

D. The period of time a member was on the Emergency Officers Retired List.

E. Time an individual was a member of a state, home, or territorial Guard.

F. For commissioned officers, any period of service after 13 October 1964, in the Reserve Officers' Training Corps, even if such member held concurrent Reserve status.

G. Time an individual was a member of the inactive National Guard. This does not apply to an individual who was a member of the National Guard Reserve and the National Guard of the United States. Time during which the individual had dual status, enlisted or commissioned, in the inactive National Guard and the National Guard of the United States is creditable.

H. The time a member serves while enrolled in the Armed Forces Health Professions Scholarship and Financial Assistance Programs, (reference (c)), or while a student at the Uniformed Services University of Health Sciences (USUHS). Use any time creditable on the date the member enters USUHS to compute basic pay for longevity purposes while a student, not to exceed the limit of grade O-1 as shown in table 2-5 or O-1E as shown in table 2-6.

I. The time between the date of enlistment in the Delayed Enlistment Program and the date the member begins serving on active duty in a regular component, if the date of enlistment in the Reserve component is after 31 December 1984.

J. For Reserve enlistments after 27 November 1989, the time served in a Reserve

component prior to the member's entry on active duty or active duty for training. This time is creditable however, if the member performs inactive duty training between the date of enlistment in the Reserve component and the date of entry on active duty, or active duty for training.

010202. Effect of Absence from Duty on Creditable Service

A. A commissioned or warrant officer is entitled to credit for every day in a commissioned or warrant status, without regard to absence of any kind, whether authorized or unauthorized, and including confinement prior to and during trial. In addition, absence during which a member was serving on active duty as an enlisted member is creditable if the enlisted member is also a Reserve officer.

B. See table 1-2 to determine the creditability for absence while in enlisted status.

C. Enlisted members must make up any lost time. The period of service during which a member makes up lost time is creditable service. However, the time a member is held in a non-duty status while awaiting trial, as well as the time during trial, does not count towards making up lost time and is not creditable.

0103 COMPUTATIONS OF CREDITABLE SERVICE

010301. Computing a Basic Pay Date

A. All basic pay date computations start from the date of the member's most recent entry on duty without a break in service. Use the following dates:

1. For enlisted members the date of enlistment, but see paragraphs 010104.M and N, and 010201.I and J for service under a delayed entry program.

2. For officers, the date of acceptance of a commission. The date of acceptance for officers graduating from a service academy is the date of graduation.

3. For officers entitled to count service as an acting assistant surgeon, intern, or

hospital steward in the Public Health Service or the Public Health Marine Hospital Service, the date of acceptance of the appointment. Do not count service performed before that date.

B. After determining initial basic pay date, compute creditable service for all service prior to that date. Use the following to compute basic pay date. If the member had any periods of service during which there was lost time, do not use those periods here. Instead, compute according to paragraph C below.

1. List beginning dates of service for each separate period of service, without changing any of them, then add them together.

2. List all ending dates. If the day is the 31st day of the month, change it to 30. If the day is 28 February in a non-leap year, change it to 30 February for computation purposes. If the day is 29 February, change it to 30 February for computation purposes. Do not change 28 February of a leap year to 30 February. Then add all ending dates together.

3. Subtract the result in 1 above from the result in 2.

4. For each noncontinuous period of service add 1 day to account for inclusive days. Explanation: Any period of service is at least one day. If, for example, the member had one day of service on 17 January 1962, the computation would look like this:

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
Ending Day:	62	01	17
Less Beginning Day:	<u>62</u>	<u>01</u>	<u>17</u>
	00	00	00

It is necessary to add one day for inclusive days to avoid this erroneous answer.

5. Convert to full years, months, and days. The result is years of service creditable for pay purposes.

EXAMPLE:

Member served as follows:

	<u>From:</u>	<u>To:</u>
RA (enlisted)	1 Jan 51	28 Feb 54
AUS (Com)	1 Jun 54	26 May 61

AFUS (Com)	1 Aug 63	31 Mar 68
ESAF (Com)	1 Apr 68	4 June 75

<u>Beginning dates:</u>			<u>Ending Dates:</u>		
<u>YR</u>	<u>MO</u>	<u>DAY</u>	<u>YR</u>	<u>MO</u>	<u>DAY</u>
51	01	01	54	02	30
54	06	01	61	05	26
<u>63</u>	<u>08</u>	<u>01</u>	<u>75</u>	<u>06</u>	<u>04</u>
168	15	03	190	13	60

Convert 28 February 1954, to 30 February 1954, since 1954 was not a leap year. Convert 31 March 1968, to 30 March 1968, since the 31st day of a month does not count as an ending date, though it would count as a beginning date. The period from 1 August 1963, through 4 June 1975, is continuous, so it is all included in the third line of the computation.

Subtract total of beginning dates from total of ending dates:

<u>YR</u>	<u>MO</u>	<u>DAY</u>
190	13	60 (total of ending dates)
189	25	60 (borrowed twelve months from year column)
<u>-168</u>	<u>15</u>	<u>03</u>
21	10	57

Add one day for each of the 3 periods used in the computation. The result is 21 years, 10 months, and 60 days, which converts to exactly 22 years of creditable service.

C. Computations involving lost time. When a member has lost time, compute the creditable service for the period served separately, as shown below. Add the results to any creditable service computed separately under paragraph B above.

1. When there is a period of lost time that has not been made good, compute the lost time on a 30-day month basis; but, if the lost time begins on the 31st day of a month, include that day as a lost day. Compute as follows:

Determine the years, months and days of lost time and deduct that amount from the total service during the period.

Example 1: Member enlisted for 4 years on 18 July 1970, but was absent without leave (AWOL) from 10 February 1973, through 16 March

1973. Member received a hardship discharge on 10 August 1973, without making up the lost time. Member reenlisted 20 February 1975. Compute creditable service and basic pay date as follows:

First compute the lost time:

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
Ended AWOL:	73	03	16
Began AWOL:	<u>73</u>	<u>02</u>	<u>10</u>
Lost Time:	00	01	06+1 (inclusive day)

Then compute first period of service.

Discharged:	73	08	10
Entered AD:	<u>70</u>	<u>07</u>	<u>18</u>
Subtotal:	03	00	22+1 (inclusive day)
Deduct lost time:	<u>01</u>	<u>07</u>	
Creditable Service:	02	11	16

Subtract 2 years, 11 months, and 16 days from reenlistment date of 20 February 1975, to arrive at a new basic pay date of 4 March 1972.

2. A member who makes good lost time, does so on a day-to-day basis. When the member makes good lost time and completes the enlistment or contract period, compute the period of lost time on both a 30-day month basis and a day-to-day basis and use the result that is most to the member's advantage. To illustrate, if a member is AWOL on 30 March through 1 April, it would be 3 days on the day-to-day basis but only 2 days on a 30-day month basis. Compute creditable service as follows (and separately from periods of service which do not have lost time):

First step: Compute total lost time on both a 30 day basis and a day-to-day basis. Convert the day-to-day basis computation to years, months, and days and compare it to the computation on the 30-day basis. Discard the one which shows a higher total of days lost.

Second step: Compute the gross amount of service during the period by subtracting the entry date from the discharge date and adding one day for inclusive day.

Third step: Subtract the lost time from the result of the second step. If the result is at

least as long as the enlistment contract, use this amount. If the result is less than the enlistment contract, increase it to equal the enlistment contract.

Fourth step: Add this creditable service to any other periods and use the total to figure the member's basic pay date.

Example 2: Assume the member in example 1 had not received a hardship discharge; instead he had completed the enlistment contract, including making good the lost time. He made up the 35 days of lost time computed on a day-to-day basis. The days served to make good the lost time were 18-31 July 1974 (14 days), and 1-21 August 1974 (21 days).

When member reenlists on 20 February 1975, compute creditable service as follows:

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
	74	08	21 (ending date of last period of service)
	<u>-70</u>	<u>07</u>	<u>18</u> (beginning date of last period of service)
	04	01	03+1 (inclusive day)

Result: 4 years, 1 month, and 4 days before deducting lost time. Note the lost time computed on a 30-day month basis was 37 days, but was only 35 days when computed on a day-to-day basis. Subtract the 35 days lost time from the period of service computed above.

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
	04	01	04
	<u>-00</u>	<u>01</u>	<u>05</u>
	03	11	29 (total service)

The result is less than the enlistment contract of 4 years, but since the member completed the enlistment contract, he is entitled to credit for the entire 4 years. Set basic pay date at 20 February 1971, when the member reenlists on 20 February 1975.

Example 3: A member enlisted on 18 July 1970, for 4 years. She was AWOL from 28 July 1973, through 3 September 1973, which is 38 days on a day-to-day basis (28-31 July, 4 days; 1-31 August, 31 days; and 1-3 September, 3 days). She

is discharged on 24 August 1974, after making good the 38 days of bad time by serving 18-31 July (14 days) and 1-24 August (24 days).

When she reenlists on 20 February 1975, compute prior service as follows:

<u>YR</u>	<u>MO</u>	<u>DAY</u>	
74	08	24	(ending date of last period of service)
-70	07	18	(beginning date of last period of service)
04	01	06+1	(inclusive day)

Result is 4 years, 1 month, and 7 days before deducting lost time.

Lost time on a day-to-day basis was 38 days. Lost time on a 30-day month basis is:

28-30 Jul 1973	03 days
1-30 Aug 1973	30 days
1-3 Sep 1973	<u>03 days</u>
Total	36 days

Following the rule set out in step 2 above, deduct the lost time in the manner most beneficial to the member.

<u>YR</u>	<u>MO</u>	<u>DAY</u>	
04	01	07	(service before deducting lost time)
-00	01	06	(lost time)
04	00	01	

Set basic pay date at 19 February 1971, when the member reenlists on 20 February 1975.

D. Adjusting Basic Pay Date when Member has Lost Time. Lost time does not change an officer's basic pay date. However, when an enlisted person returns to duty after a period of lost time, add the number of days lost time to the member's basic pay date to reflect the lost time.

Example: An enlisted member with no prior service enlisted on 18 July 1973. He was AWOL from 10 February 1975, through 16 March 1975. When member returns to duty status change his basic pay date as follows:

Compute lost time:

10-30 February	21 days
1-16 March	<u>16 days</u>
	37 days lost time

<u>YR</u>	<u>MO</u>	<u>DAY</u>	
73	07	18	(original basic pay date)
+00	01	07	
73	08	25	

New basic pay date is 25 August 1973.

010302. Procedure when basic pay date falls on 29 February. When basic pay date falls on 29 February, entitlement to longevity increases begins on 1 March in non-leap years and on 29 February in leap years.

SERVICE AS CADET OR MIDSHIPMAN—OFFICERS				
R U L E	A	B	C	D
	When a member currently serving as an officer has had service as a cadet or midshipman in	to which appointed	and member	the period involved is
1	any of the military academies		held no concurrent enlisted and/or Reserve status	not creditable.
2		after 25 Jun 1956	had an enlistment contract or period of obligated service that was not terminated	
3		as a permanent midshipman before 26 Jun 1956		
4			concurrently retained a commission or warrant in the Army or Air Force Reserve	creditable.
5		on or after 1 Jan 1953	concurrently retained a commission or warrant in the Naval Reserve	
6		before 26 Jun 1956	concurrently held an enlisted status in the Army or Air Force Reserve	
7	an aviation cadet program	on or after 1 Jan 1953 and before 26 Jun 1956	concurrently held an enlisted status in the Naval Reserve	creditable.
8		as a temporary midshipman or Naval Reservist before 26 Jun 1956		
9	an aviation cadet program	in the grade of aviation cadet	performed active service	
10		as an enlisted aviation cadet on or after 3 Jun 1941		
11	a U.S. Merchant Marine or State Maritime Academy	under the Naval Reserve Act of 1938	concurrently held an inactive Naval Reserve status	not creditable.
12	NROTC program	as a temporary midshipman before 26 Jun 1956	concurrently held a Reserve status in a Uniformed Service	creditable through 13 Oct 1964.
13		as a contract student		
14	AROTC and AFROTC program	before 14 Oct 1964		

Table 1-1. Service As Cadet Or Midshipman—Officers

ABSENCE FROM DUTY IN ENLISTED STATUS			
R U L E	A	B	C
		When the absence is	and
1	authorized leave or authorized excess leave		creditable.
2	unauthorized absence of more than 1 day (24 consecutive hours) (including detention of Army or Air force members by or for civil authorities)	is administratively excused as unavoidable	
3		is not administratively excused as unavoidable	not creditable (note 2).
4	civil detention of a Navy or Marine Corps member	occurred before 24 Jul 1956 and the member was not acquitted or released without trial, and without making restitution	
5		occurred on or after 24 Jul 1956 and the member was absent under sentence or awaiting (and during) trial which resulted in conviction (note 1)	
6	inability to perform duty for more than 1 day (24 consecutive hours) because of intemperate use of alcohol or drugs, or disease or injury resulting from misconduct		
7	desertion		
8	because of confinement for more than 1 day (24 consecutive hours) while awaiting trial (if the trial results in conviction) or confinement as the result of a court-martial sentence (note 4)	the member was member of the Army or Air Force	
9	absence of a Navy or Marine Corps member because of confinement of more than 1 day (24 consecutive hours) while awaiting trial (if the trial results in conviction) or confinement as the result of a court-martial sentence	the confinement occurred on or after 24 Jul 1956 (note 4)	
10		the confinement occurred before 24 Jul 1956	(note 3).

NOTES:

1. If the member is released without trial or acquitted, or if conviction is set aside on legal grounds (as distinguished from clemency), the period of absence is creditable. If the member is released upon agreement to make restitution or is later convicted by court-martial on the same facts, the period of absence is not creditable.
2. Absence during which a member was serving on active duty as an enlisted person and was also a Reserve officer is creditable.

3. The period of absence is not creditable only if the confinement was under general court-martial sentence and/or while awaiting (and during) trial which resulted in a sentence by a general court-martial to confinement and total loss of pay and allowances.
4. Period spent in confinement is creditable when the member is acquitted or the sentence is set aside or disapproved.

Table 1-2. Absence From Duty In Enlisted Status

(This page intentionally left blank.)