

**General Order 2017-2**

**Personnel – General**

# **State Military Duty**

**Connecticut Military Department  
Hartford, Connecticut  
1 February 2017**

**UNCLASSIFIED**

## PERSONNEL – GENERAL

### STATE MILITARY DUTY

**Summary.** This general order prescribes the standards, policies and procedures for the management of the Armed Forces of the State of Connecticut in the functional areas of:

- Personnel Management
- Appointment to the Armed Forces of the State
- Officer Commissioning
- Personnel (Enlisted and Officer) Separations
- Production of Orders for State Active Duty (Paid and Voluntary)

**Applicability.** This general order is applicable to all members of the Armed Forces of the State of Connecticut. This order supersedes CTMD General Order 2010-2, dated 1 October 2010, which is hereby rescinded.

**Supplementation.** Local supplementation of this general order is not authorized unless approved by the Adjutant General, Connecticut Military Department (CTMD). Unit and command memorandums, pamphlets, standard operating procedures (SOPs), guides, regulations, etc., may not alter the policies established in this order.

**Proponent.** The proponent for this general order is CTMD, Military Administrative & Programs Office, William A. O'Neill Armory, 360 Broad Street – Room #113, Hartford, CT 06105

**Suggested Improvements.** Users are invited to send comments and suggested improvements directly to the Office of the Adjutant General, ATTN: CTMD-MAPO, Governor William A. O'Neill State Armory, 360 Broad Street – Room #113, Hartford, CT 06105-3795.

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By Order of the Adjutant General, duly authorized, IAW Conn. Gen. Stat. § 27-20

THADDEUS J. MARTIN  
Major General  
The Adjutant General

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## **REQUIRED FORMS**

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CTMD Form 1-12  
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CTMD Form 5-1  
CTMD Form 5-2  
CTMD Form 5-3  
CTMD Form 5-3a  
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CTMD Form 5-5  
CO-112  
CO-17XP-PR  
W-4  
CT-W4

## **1. Eligibility for State Active Duty Pay**

All members of the Armed Forces of the State are eligible to receive pay under the State Active Duty program in accordance with Connecticut General Statutes and this General Order.

The Armed Forces of the State consists of the Connecticut National Guard, the Organized Militia and the Naval Militia.

a. The Connecticut National Guard (CTNG) consists of the Army and Air National Guard. Membership is contingent upon the recruitment regulations of the US Army and US Air Force.

b. The Organized Militia consists of the Connecticut State Guard (CTSG), Connecticut State Guard Reserve (CTSGR) and the four units of the Governor's Guards.

(1) CTSG membership is outlined in section 2 of this order.

(2) CTSGR membership is outlined in section 3 of this order.

(3) Membership in any of the four units of the Governor's Guards is outlined in section 4 of this order.

c. The Naval Militia may be organized by the Governor as a special force for coast protection and other naval military services. Members may be active members of the US Navy Reserve or US Coast Guard reserve or retired members of the US Navy or US Coast Guard.

## **2. Appointment to the Connecticut State Guard (CTSG)**

Membership in the CTSG must be effectuated through qualifications established by and through the completion of a membership application, which must be processed and approved through the appropriate change of command. Upon completion and approval of the application the applicant must take an oath to subject oneself to the military authority of the state, including the Connecticut Code of Military Justice. Enlisted personnel receive the oath from their commanding officer. Officers of the CTSG will be duly sworn into office by the Assistant Adjutant General and be issued a commission by the State of Connecticut. Upon completing membership, the member will be assigned to a unit in the CTSG.

In order to be assessed into the CTSG the individual must complete CTMD Form 5-3 and:

- be a resident of the State of Connecticut
- NOT currently be a member of any component of the armed forces of the United States, to include the Connecticut National Guard
- be available to be called to State Active Duty at the convenience of the Governor and/or the Adjutant General

- possess a special skill, license or degree of interest to the CTSG
- be medically fit to perform the duties assigned upon appointment
- accept an oath of office subjecting them to the orders of the Governor, The Adjutant General, the Connecticut Code of Military Justice and pertinent service regulations.

Individuals who are approved for appointment will be expected to perform their duties when ordered to State Active Duty and not necessarily at their personal convenience.

Rank and duty position will be selected upon experience, education and commensurate positions in the Armed Forces of the United States. Individuals who are retired or separated from the military will be appointed at their highest held rank prior to separation, subject to approval through the chain of command.

Individuals who are approved for appointment will be expected to perform their duties when ordered to state military duty (whether voluntary or compensated) and not as a matter of personal convenience. Members are subject to military laws and regulations and are subject to discharge for misconduct.

Appointment to the CTSG will be revoked if the individual fails to maintain residency in Connecticut, maintain required licenses or professional certification for their duty position, maintain their personnel or medical readiness or reaches the age of 64.

### **3. Appointment to the Connecticut State Guard Reserve (CTSGR)**

Members of the CT National Guard who were promoted to the next highest rank upon retirement in accordance with **General Order 2010-3** are automatically appointed into the CTSGR as a condition of their promotion.

Members of Veteran Service Organizations (VSOs) that are approved to perform Military Funeral Honors in accordance with **General Order 2010-1** are appointed to the CTSGR. They are appointed for a period of five years, that is automatically renewed for additional five year periods, as long as they continue to actively participate in performing military funeral honors.

### **4. Appointment to the units of the Governor's Guards**

The four units of the Governor's Guards consist of:

- First Company Governor's Foot Guard
- Second Company Governor's Foot Guard
- First Company Governor's Horse Guard
- Second Company Governor's Horse Guard

In order to be assessed into the Governor's Guards, an applicant must complete the following forms:

- CTMD Form 1-3 “Application for Membership in the Governor’s Guards”
- Federal W-4 “Employee’s Withholding Allowance Certificate”
- CT-W4 “Employee’s Withholding Certificate”
- CTMD Form 1-4 “Police Record Check”
- CTMD Form 1-12 “Injury Reporting Procedures”
- CTMD Form 1-13 “Gratuitous Service Acknowledgement”
- CTMD Form 1-14 “Qualification to Possess Firearms or Ammunition”
- CTMD Form 1-15 “Fraternization Policy”

In addition, the applicant must:

- Be a resident of the State of Connecticut.
- NOT currently be a member of any component of the armed forces of the United States, to include the Connecticut National Guard.
- Be available to be called to State Active Duty at the convenience of the Governor and/or the Adjutant General.
- Be medically fit to perform the duties assigned upon appointment.
- Accept an oath of office subjecting them to the orders of the Governor, The Adjutant General, the Connecticut Code of Military Justice and pertinent service regulations.

Completed applications must be signed by unit commandant and submitted for approval through the chain of command to State Military Administrative & Programs Officer.

Individuals who are approved for appointment will be expected to perform their duties when ordered to state military duty (whether voluntary or compensated) and not as a matter of personal convenience.

Appointment to the Governor’s Guards will be revoked if the individual fails to maintain residency in Connecticut, maintain their medical readiness to perform their duties or reaches the age of 64.

## **5. Commissioning**

A member of the Armed Forces of the State may receive a commission as an officer in accordance with Connecticut General Statutes § 27-49 and this general order. Such commissions are dependent upon the needs and requirements of the Armed Forces of the State and subject to appropriate approvals through the chain of command. Officers of the Armed Forces of the State are expected to uphold the standards, customs and courtesies of the armed forces and are held to the highest standards. At any time when the efficiency, moral character, capacity or general fitness of an officer is brought to the attention of the Adjutant General, such officer may be subjected to an efficiency board

(Connecticut General Statutes §27-52) An unfavorable finding is cause for vacating the officer's commission and discharge from the Armed Forces of the State.

Members of the Connecticut State Guard receive direct commissions through the Office of the Adjutant General. Such commissioning is often predicated upon the member having unique skills required by the military (e.g., professional license). Members receiving such direct commission would be required to provide necessary documentation. Upon satisfactorily presenting the necessary documentation to the Adjutant General, the CTMD will present the request for commissioning to the Office of the Governor. Upon approval, CTMD will generate a permanent order and issue the commission. Such commissions are "at will," and may be revoked as ordered by or for the Governor.

Members of the Governor's Guards may receive a commission as an officer. Such commissions are determined by the statutory authorization of the Governor's Guard unit's requirements (Connecticut General Statutes § 27-6a, 27-7). Members receiving such commission must take the officer's oath. Active unit members (listed on the unit's CTMD Form 1-1) of the Governor's Guards elect the unit officer's IAW with the unit's bylaws.

The process is summarized as follows.

- Active members elect their officers in accordance with the unit bylaws.
- Unit Commandant certifies the election results.
- Incumbent unit commandant presents the election results to the Adjutant General (in formal correspondence) requesting the commissioning of the elected officers. The commandant's request will include the personnel file of the elected officer, containing the documents required for appointment in the Armed Forces of the State (see paragraph 2, above) and a certified copy of the unit election results.
- The Adjutant General receives and considers the election results.
- If elected members possess requisite qualifications for commissioning in the Armed Forces of the State, the Adjutant General processes the elected officers for commissioning. If the elected member lacks requisite qualifications or the personnel file is incomplete, the Adjutant General will return the commandant's request for commissioning.
- The elected officers are sworn in by the Assistant Adjutant General.
- CTMD processes the permanent order and issues the commission.

## **6. Governor Call-Up of the National Guard**

In the event of a state emergency, the Governor may call up the National Guard to State Active Duty. All members of the CTNG called to State Active Duty must have a Connecticut State EID by completing the required Federal W-4 and CT W-4. They do NOT need to request appointment into the Connecticut State Guard.



Units called to State Active Duty will develop a battle roster and submit it to the State Military Administrative & Programs Office as soon as possible. The battle roster will contain at a minimum:

- Name (First, Last and MI)
- Rank
- Social Security Number
- Mailing Address
- Pay Entry Base Date (PEBD)
- Dependent Status (Yes or No)
- State Employee ID

The battle roster will also contain the unit name, location, dates of duty, unit commander and unit point of contact (e-mail and telephone).

It is highly recommended that the unit conduct a State Active Duty In-Processing briefing with the assistance of the State Military Administrative & Programs Office. Depending upon the size of the unit, it should not exceed more than 60 minutes in order to deploy the unit to the field as soon as possible.

The SAD In-Processing briefing will involve the following:

- Completion/Updating of the Federal W-4 and CT W-4
- Verification of personnel information on the Battle Roster
- Information on the State payroll cycle
- Process on how to report injuries

The unit will maintain a roster tracking the duty performed of every individual in the event the operation exceeds one duty day on CTMD Form 5-4. The CTMD Form 5-4 will be forwarded to the Emergency Operations Center (EOC) every day at a prescribed time in accordance with the Operations Order for that emergency.

The State Military Administrative & Programs Office will provide a liaison to the Joint Task Force headquarters to assist in the facilitation and accurate completion of battle rosters, issuing of orders and submission of payroll.

All CTMD Form 5-4s will be forwarded to the State Military Administrative & Programs Office at the conclusion of the event for payroll processing. The form needs to be signed by a supervisor in the chain of command of the personnel on the form. It is recommended that a separate form be maintained for each unit at the lowest level possible (i.e.: squad, platoon, etc.)

## **7. Requesting Orders (non-Emergency Call-Up)**

All members of the CTNG or CTSG performing State Active Duty need to have their request for orders (RFO) submitted 30 days prior to start of the start of duty performed.

### Completing the CTMD Form 5-2 (Request for Orders)

#### REQUESTOR INFORMATION

The name, phone number and e-mail of the individual requesting the member be placed on State Active Duty. The individual requesting State Active Duty CAN NOT be the same individual being placed on State Active Duty. The requestor may be asked to provide a funding source to support purpose of the State Active Duty.

#### INDIVIDUAL INFORMATION

Name, address, contact information and demographic information for the individual being placed on State Active Duty in order to ensure they receive the correct pay & allowances based upon their rank, PEBD and dependent status.

#### DUTY INFORMATION

Detailed information on when, where and what duty will be performed with the contact information of the immediate supervisor who will be responsible for certifying that duty has been performed.

The remainder of the form will be completed by the State Military Administrative & Programs Office.

## **8. Special Considerations Applied to State Active Duty for the units of the Governor's Guards**

Members of the Governor's Guards may be called to State Active Duty in a paid or unpaid status as approved by The Adjutant General. Members called to State Active Duty in a paid status will request orders as stated above on CTMD Form 5-2.

Members called to State Active Duty in an unpaid status will do so in a voluntarily status with the consent of the unit commandant and the individual member. CTMD will publish orders upon the official request of the unit commandant. Orders will not be issued for individual members attending unit drills as listed on the Yearly Training Calendar (see paragraph 6 below). The unit attendance roster (CTMD Form 1-1) taken upon the first formation of the drill and submitted by the commandant immediately following the drill period will serve as the official document to record member's duty status.

The Commandant shall submit a request for orders for all special events, such as parades, ceremonies, inspections or any other event at which the unit or members of the unit attend in the capacity as a member of the Organized Militia.

## **9. Military Duty Reporting for the Governor's Guards**

The Commandant of each unit of the Governor's Guards shall provide to the Connecticut Military Department a Yearly Planning Calendar no later than 31 August of each year.

The calendar start date will be 1 October and end 30 September. The calendar will include all scheduled drill dates, major events and any other special event that is known at the time of publishing.

No later than the 7<sup>th</sup> day of the month, the Commandant shall provide a completed CTMD Form 1-1 detailing those present for duty for all scheduled drill nights, parades and special events held in the previous month.

The CTMD Form 1-1 shall be the document of record to confirm that military duty has been performed and to document individual attendance and performance.

## **10. Processing Orders**

All individuals requesting orders for State Active Duty must first have a State of Connecticut Employee Identification Number (EID) in order to be paid through the State Comptroller's Office. The state personnel office will assign an EID through the CORE-CT payroll system.

All orders for State Active Duty will be processed by the State Military Administrative & Programs Office. Funding guidance will be obtained by the Fiscal Administrative Manager and accounting classifications from the Fiscal Administrative Supervisor. As delegated to him by the Governor, the Adjutant General maintains the authority to approve or disapprove all State Active Duty orders.

The order will contain:

- Permanent Order Number
- Date order was published
- Individual's name, address, EID, rank, PEBD, dependent status and unit
- Dates of duty
- Report time
- Location of duty
- Supervisor
- Purpose of duty
- Accounting classifications and budget

Accounting classifications will include:

- Department Code
- Fund Code

- SID
- Program Code
- Budget Year
- Chartfield (if applicable)

Copies of all permanent orders will be sent to:

- The Office of The Adjutant General
- The Assistant Adjutant General (Air or Army)
- Chief of Staff (Air or Army)
- Fiscal Administrative Manager
- Fiscal Administrative Supervisor
- State Military Administrative & Program Office
- Requesting Office/Unit
- Unit of Assignment
- Individual

## 11. Calculation of Pay

Members will be paid base pay, basic allowance for subsistence and basic allowance for housing in accordance with the Defense Finance & Accounting Service (DFAS) pay tables.

- **Base Pay** is determined based upon the individual's current federally recognized rank and years of service.
- The **Basic Allowance for Subsistence** (BAS) will be paid at a daily rate based upon the federal monthly rate for their rank.
- All service members will be paid a **Basic Allowance for Housing** (BAH) depending on their dependent status and rank. They will be paid the BAH/RC-T rate and NOT the housing allowance for their locality.

Other types of pay or reimbursement may be authorized with prior approval of the Adjutant General. Such pay may include:

- **Travel Pay**, which may include airline fare or mileage reimbursement, paid in accordance with the Defense Travel Management Office – Joint Travel Regulations.
- Reimbursement for **Lodging Expenses** incurred in the course of performing duty, not to exceed the daily lodging per diem rates as approved by the US General Services Administration (GSA).
- **Uniform Allowance** is authorized for certain members of the Governor's Guards in accordance with Connecticut General Statutes § 27-47.

## **12. Processing Payroll – National Guard Emergency Activation**

CTMD Form 5-4 will be used to process payroll for members of the CT National Guard called to State Active Duty by the Governor.

The state payroll system operates in a two-week cycle starting on a Friday and ending on a Thursday. The State Military Administrative Officer will inform the unit of the Payroll Start Date and the expected pay date.

The CTMD Form 5-4 will be verified by the State Administrative & Programs Officer and given to State Payroll for processing.

A check will be mailed by the State Comptroller's Office to the service member's mailing address two weeks after the conclusion of the state payroll cycle.

## **13. Processing Payroll – Non-Emergency Activation**

CTMD Form 5-1 will be used to process State Active Duty for members of the CTNG, CTSG and Governor's Guards not called up as an emergency activation as declared by the Governor.

The CTMD Form 5-1 will be initiated by the State Military Administrative & Programs Office on the Monday immediately prior to the end of the payroll cycle in which duty was performed. All forms must be returned to the State Military Administrative & Programs Office after the last day of duty performed during the payroll cycle but prior to the following Monday after the end of the payroll cycle in order for the payroll office to process their pay in time to receive a check in a timely manner. All late CTMD Form 5-1s will be processed in the following payroll cycle.

All CTMD Form 5-1s must be signed by the individual performing duty, their supervisor and the State Military Administrative & Programs Officer.

- The individual's signature confirms that they performed the duty reported on the payroll form
- The supervisor's signature certifies that the individual performed the duty reported on the payroll form
- The State Military Administrative & Program Officer's signature certifies that the individual is entitled to the pay at the reported grade in accordance with the orders previously published.

## **14. Processing Payroll – Additional Pay and Reimbursements**

### Travel Pay

Travel Pay will be requested in advance using Form CO-112 “Travel Authorization Request” through the State Military Administrative & Programs Officer. The individual’s supervisor is the approving authority. The CTMD Fiscal Administrative Supervisor is the authorizing official.

Upon completion of travel, the individual will submit Form CO-17XP-PR “Employee Payroll Reimbursements”. The form will be submitted, along with all required supporting documentation. Supporting documentation may include: A mileage map, verification of auto insurance, airline agency ticket and receipt.

### Lodging Reimbursement

Approval for lodging reimbursement must be requested in advance with CTMD Form 5-2 “Request for Orders”. The individual shall submit a lodging receipt along with the CTMD Form 5-1 “Payroll Worksheet”. Reimbursement will be paid through the member’s allowances.

### Uniform Allowance

Annually, the State Military Administrative & Programs Officer will review membership of the Governor’s Guards for members eligible to receive the uniform allowance as stipulated in Connecticut General Statutes § 27-47. Eligible members will be documents on CTMD Form 5-5 “Organized Militia Uniform Allowance” and submitted to the CTMD Payroll Office for processing.

## **15. Serious Incident Reporting**

Serious incidents, such as injuries, sickness or death, incurred in the course of performing State Active Duty, shall be reported on CTMD Form 1-6 “Serious Incident Report” and submitted up the chain of command within 24 hours.

Witnesses to the incident shall record their observations on CTMD Form 1-6a “Serious Incident Report – Witness Statement.” Witness statements shall be collected by the immediate supervisor and submitted up the chain of command. Witness statements should be completed as soon as possible, but not interfere in the treatment of injured or sick soldier or in the conduct of mission execution.

In accordance with Connecticut General Statutes § 27-67, members performing State Active Duty shall be considered an employee of the state for the specific purposes of liability, immunity and being subject to the jurisdiction of the Workers’ Compensation Commission and shall be compensated in accordance with the provisions of Chapter

568 (Workers' Compensation Act) for death, disability or injury incurred while performing state military duty.

In order to ensure the member's claim is recorded and processed properly, supervisors must complete the appropriate Workers' Compensation Claim forms and call the Third Party Administrator (TPA) Injury Intake Center at 1-800-828-2717 within 24 hours of the incident.

A copy of all Workers' Compensation Claim reporting forms will be sent to the CTMD Personnel Office and copies provided to the State Military Administrative & Programs Office.