



State of Kansas

Military Activation Payment and Pay Differential Eligibility Checklist

(For Employees Ordered to Full Time Military Duty, Mobilized and Deployed)

(General Guidelines)

This checklist is to be used by agencies to confirm that an employee is eligible to receive a payment authorized by Executive Directive 05-356. Agencies should complete this checklist after receiving an employee's completed Application for Military Activation and Military Pay Differential Payment Form before submitting the form to the Adjutant General's Office for processing of Military Activation Payments or before completing the Worksheet for Calculation of Military Differential Payment for those payments.

In order to be eligible, there must be a "Yes" in 1-5 and either 6a, 6b or 6c.

	Yes/No	Requirements
1.		Name on order (or attached roster with US Army orders)
2.		Ordered to "ACTIVE DUTY"
3.		Purpose: "Operation....."
4.		Orders dated 9/11/2001 or later
5.		Length of activation greater than 30 days Ex. "Period of Active Duty # days." OR "Ordered to Active Duty for # days" OR "Period of Active Duty not to exceed # days"
6.		Location of Active Service deployment
6a.		* Operation Iraqi Freedom (deployed outside US)
6b.		* Operation Enduring Freedom (<i>Usually</i> deployed outside US. Need to check for a deployment location other than the employee's home area. See Noble Eagle.)
6c.		* Operation Noble Eagle (service in the US) AND Distance of location does not allow activated person to "sleep in one's own bed." (Generally greater than 50 miles from home)

* Most common "Operations" appearing on activation orders since 9/11.

When in doubt, ask the employee if they are being/were actually "deployed" for active duty. They will generally know the difference between mobilization and deployment.