

OFFSET WORKSHEET FOR CONTINGENCY OPERATIONS/EMERGENCY MILITARY LEAVE

EMPLOYEE NAME: [REDACTED] SSN: [REDACTED]

PAY PERIOD #: [REDACTED] PAY PERIOD DATES: [REDACTED]

MILITARY ORDER/S NUMBER (See Note #1): [REDACTED]

- 1. MILITARY BASIC PAY [REDACTED]
- 2. BASIC ALLOWANCE FOR HOUSING (BAH) [REDACTED]
- 3. BASIC ALLOWANCE FOR SUBSISTENCE (BAS) [REDACTED]
- 4. OTHER MONTHLY MILITARY PAY ENTITLEMENTS: [REDACTED]
- 5. TOTAL MILITARY PAY **(lines 1 through 4) \$0.00

(** Include all monthly military allowances. Do not include travel, transportation or per diem.)

****FORMULAS****

Determine rate of military pay. TOTAL MONTHLY PAY received (Line 5) DIVIDED by 30 equals DAILY MILITARY RATE (DMR) \$0.00

MILITARY DAILY RATE (MDR): \$0.00
 CIVILIAN HOURLY RATE (CHR) See Note #2: [REDACTED]
 TOTAL NUMBER OF EMERGENCY MILITARY LEAVE CODED HOURS: [REDACTED]

(A) CIVILIAN PAY equals number of coded hours multiplied by the CHR \$0.00

AHR equals Additional Hourly Rate for any premium pays, night differential, etc.	CHR:	[REDACTED] \$0.00	x Hours	0.00	EQUALS	\$0.00
	AHR	[REDACTED]	x Hours	0.00	EQUALS	\$0.00
		GROSS CIVILIAN PAY (A):				\$0.00

(B) MILITARY PAY:	MDR	\$0.00	x # of days	[REDACTED]	x Factor of	[REDACTED]	EQUALS	#VALUE!
Get factor from schedule below.	MDR	\$0.00	x # of days	[REDACTED]	x Factor of	[REDACTED]	EQUALS	#VALUE!
		TOTAL MILITARY PAY (B):						#VALUE!

****PAY COMPARISON****

1. If military (B) is more than Civilian Pay (A), then the employee keeps (B). The Gross Civilian Pay amount computed in step (A) is collected from the employee's civilian pay account if it has already been paid.
2. If Civilian Pay (A) is more than Military Pay (B), then the employee is entitled to the difference between (A) and (B). The military pay amount (B) is collected from the employee's civilian pay account if it has already been paid.

Note #1: Active Duty TITLE 10 United States Code (USC) SECTION 331, 332, 12406, or as defined in SECTION 101(a)(13).

Note #2: General Schedule (GS) CHR is calculated by using the adjusted basic pay divided by 2087.

FOR USE BY CIVILIAN PAY OR RESERVE OR NATIONAL GUARD TECHNICIANS

****FACTORS****

Hours in regularly scheduled biweekly pay period	Hours of contingency operations/law enforcement leave accrued each calendar year	Number of days of additional military leave authorized	Average number of hours per work day per pay period (this is the denominator)	Hours charged as military emergency leave in a work day	Multiplication factor to determine daily military rate to offset
40	88	22	88/22 = 4 hours	4	4/4 = 1
40	88	22	88/22 = 4 hours	8	8/4 = 2
80	176	22	176/22 = 8 hours	8	8/8 = 1
80	176	22	176/22 = 8 hours	9	9/8 = 1.125
80	176	22	176/22 = 8 hours	10	10/8 = 1.25
96	211	22	211/22 = 9.6 hours	24	24/9.6 = 2.5
106	233	22	233/22 = 10.6 hours	12	12/10.6 = 1.13207
106	233	22	233/22 = 10.6 hours	24	24/10.6 = 2.26415
120	264	22	264/22 = 12 hours	24	24/12 = 2
144	317	22	317/22 = 14.4 hours	24	24/14.4 = 1.66667