



# Army National Guard POLICY

Updated IAW  
EIOM 19-002  
16 October 2018

ARNG FY19 SRIP Policy


01 October 2018

ARNG-HRZ

SUBJECT: The Army National Guard (ARNG) Selected Reserve Incentive Program (SRIP)  
Policy for Fiscal Year (FY) 2019

References: See Enclosure 1

1. PURPOSE. The FY19 SRIP Policy is effective 1 October 2018 and will expire when rescinded or superseded. The yearly SRIP policy assists leadership in meeting ARNG readiness requirements. It provides recruiting and retention incentives to assist in filling critical shortages in those situations where other less costly methods have proven inadequate in supporting unit and skill staffing requirements.
2. APPLICABILITY. This Policy applies to all States, Puerto Rico, the US Virgin Islands, Guam, and the District of Columbia. (See Enclosure 3)
3. POLICY. This policy prescribes standards for administering the ARNG SRIP for FY19. This policy in conjunction with National Guard Regulation (NGR) 600-7 supersedes all previous SRIP policies, guidance, instruction, Montgomery GI Bill-Selected Reserve (MGIB-SR) Kicker policies, and Education Incentive Operational Messages (EIOMs).
4. RESPONSIBILITY. See Enclosure 2.
5. PROCEDURES. See Enclosure 3.
6. RELEASABILITY. **Unlimited**. This policy is approved for public release and is available on the Internet through the National Guard StrengthNet on the Guard Incentive Management System (GIMS) Website at: <https://smms.army.pentagon.mil/SMMS/Default2.aspx>.

  
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ENCLOSURE 1

REFERENCES

- (a) National Defense Authorization Act for Fiscal Year 2018, Title VI, Subtitle B-Bonuses and Special Incentive Pays.
- (b) United States Code (USC) Title 10, Subtitle E, Part IV, Chapter 1606, Educational Assistance for Members of the Selected Reserve.
- (c) USC Title 10, Subtitle E, Part IV, Chapter 1609, Education Loan repayment program; members of Selected Reserve.
- (d) USC Title 32, Chapter 3, Personnel.
- (e) USC Title 37, Chapter 5, Subchapter I, Existing Special Pay, Incentive Pay, and Bonus Authorities.
- (f) USC Title 37, Chapter 5, Subchapter II, Consolidation of Special Pay, Incentive Pay, and Bonus Authorities.
- (g) Department of Defense Financial Management Regulation (DODFMR) 7000.14-R, Volume 7A, Military Pay Policy and Procedures-Active Duty and Reserve Pay, April 2017.
- (h) DODFMR 7000.14-R, Volume 7A, Chapter 2, Repayment of Unearned Portion of Bonuses and Other Benefits, July 2016.
- (i) Department of Defense Instruction (DoDI) 1205.21, 20 Sep 99, subject: Reserve Component Incentive Programs.
- (j) DoDI 1205.07, 24 May 16, subject: Service Credit for Non-Regular Retirement
- (k) DoDI 1304.31, 12 Mar 13, subject: Enlisted Bonus Program (EBP).
- (l) DoDI 1304.34, 11 Jul 16, subject: General Bonus Authority for Officers.
- (m) DoDI 1304.36, 12 Sep 18, subject: Education Loan repayment Program.
- (n) DoDI 1322.17, 15 Jan 15, subject: Montgomery GI Bill-Selected Reserve (MGIB-SR).
- (o) Army Regulation (AR) 621-202, Army Educational Incentives and Entitlements, 26 Sep 17
- (p) AR 601-210, Active and Reserve Components Enlistment Program, 31 Aug 16.
- (q) AR 600-8-2, Suspension of Favorable Personnel Actions (Flags), 11 May 16.
- (r) AR 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers, 30 Jun 99.
- (s) Department of the Army Pamphlet (DA PAM) 600-3, Commissioned Officer Professional Development and Career Management, 26 Jun 17.
- (t) National Guard Regulation (NGR) 600-7, SRIP, 12 Aug 14.
- (u) Memorandum, Office of the Under Secretary of Defense, Personnel, and Readiness, 2 May 11, subject: Extension of the Pilot Study and Policy for Home School Diploma Graduates.
- (v) Memorandum, Headquarters, Department of the Army, ATTG-TRI-VP, 6 May 08, subject: Conversion of Sister Service Occupational Specialties to Army Military Occupational Specialties (MOSS).
- (w) Memorandum, Headquarters, Department of the Army, ATSH-IPP, 1 Feb 08, subject: Conversion of US Navy, Marine Corps, and Air Force Enlisted Military Occupational Specialty (MOS) Identifiers.

- (x) Personnel Policy Operation Memorandum (PPOM) 15-039, ARNG-HRH, 23 Dec 15,  
Subject: Clarification of Initial Entry Training Requirements to meet Deployment  
Eligibility Criteria.
- (y) PPOM 17-005, ARNG-HRH, 02 Feb 17, Subject: ARNG Over-Strength Policy

## ENCLOSURE 2

### RESPONSIBILITY

1. State Incentive Manager (IM): State representative designated to provide internal incentive oversight for authorization, verification, validation, establishment, monitoring, termination and submission of all payments, to include recoupment of incentives. Functions as the subject matter expert and provides customer service through all forms of communication (for example, fax, email, memorandums and telephone) and routinely route to proper office as necessary. Note: Conducts training on incentive policies and processes to State personnel.
2. SLRP Manager: State representative designated for the management of the SLRP. Issues, verifies, validates, establishes and monitors all SLRP incentives. Functions as the subject matter expert and provides customer service through all forms of communication (for example, fax, email, memorandums and telephone) and routinely route to proper office as necessary. Note: Conducts training on incentive policies and processes to State personnel.
3. State GI Bill Manager: State representative designated for the management of the MGIB-SR Kicker incentive program. Verifies, validates, establishes and monitors all MGIB-SR Kicker incentives. Records and manages all eligibility status codes in the ARNG Incentive Management System. Functions as the subject matter expert and provides customer service through all forms of communication (for example, fax, email, memorandums and telephone) and routinely routes to proper office as necessary.
4. Recruiter: Responsible for initial interview, verification of enlistment eligibility requirements, provides counseling on incentive programs as needed and inputs request to GIMS for SLRP pre-approval. Completes accession documents and projects the applicant to the respective Military Entrance Processing Station (MEPS) for accession processing.
5. Retention Non-Commissioned Officer (NCO)/Career Counselor/Readiness NCO: Delegated representative, who may provide career counseling, verifies retention and extension eligibility, and inputs request for incentive control number through the ARNG Retention Management Software (RMS) and GIMS. Completes required documents, DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States) or DA Form 4836 (Oath of Extension of Enlistment or Reenlistment) and the appropriate incentive addendum. Responsible for issuing ARNG incentives, providing counseling on incentive programs, ensuring each incentive agreement is valid and authorized before contractually obligating the ARNG.
6. MEPS GC: Functions as the resident expert on regulatory and published guidance as it relates to accessions and incentives for the ARNG. Personnel will provide eligibility validation during the enlistment or accession process to prevent erroneous contractual agreements and provide counseling on incentive programs. Responsible for issuing ARNG incentives, providing counseling on incentive programs, ensuring each incentive agreement is valid and authorized before contractually obligating the ARNG.

7. RCCC: Provides transitional counseling guidance to Soldiers serving in a Regular Army (RA) status and who may elect to affiliate into the USAR or ARNG. The RCCC is responsible for requesting bonus or incentive control number through GIMS, providing counseling on incentive programs, and ensuring each incentive agreement is valid and authorized before contractually obligating the ARNG.

8. Officer Strength Manager (OSM): Functions as resident expert on regulatory and published guidance as it relates to ARNG officer programs. The OSM is responsible for tracking and counseling Soldiers in officer/warrant officer producing programs regarding incentive opportunities prior to commissioning or appointment. He or she verifies transitioning and affiliating officers/warrant officers with incentives are in-processed correctly. He or she is responsible for issuing ARNG incentives, ensuring each incentive agreement is valid, and authorized before contractually obligating in the ARNG. OSM's will provide a report to the State Education Office on all cadets or candidates entering a commissioning program and report of all cadets or candidates commissioning from officer producing programs. These reports will ensure all officer cadets or candidates and newly commissioned officers are offered incentives if they are eligible.

## ENCLOSURE 3

### PROCEDURES

#### 1. GENERAL

Incentives are implemented in those situations where other less costly methods have proven inadequate in supporting unit and skill staffing requirements. This policy in conjunction with NGR 600-7 prescribes eligibility criteria, procedures, and standards for administering the ARNG SRIP for FY19. This policy will supersede all previous SRIP policies, guidance, instructions, Montgomery GI Bill-Selected Reserve (MGIB-SR) Kicker policies and Education Incentive Operation Messages (EIOMs) except for EIOMs published after the effective date of this FY19 SRIP and their applicable references. Any updates or changes to this policy will be published as EIOMs. Although the ARNG attempts to list all eligibility requirements within the SRIP policy, additional requirements may be found in NGR 600-7. Any discrepancies will be provided to ARNG-HRM-I for dispositioning or additional instructions. This policy, EIOMs and previous policies are posted in the G1 ARNG portal at

<https://g1arng.army.pentagon.mil/Policies/EIOM/Pages/Default.aspx>.

#### 2. APPLICABILITY

The policy applies only to individuals entering or currently serving in an active status within the ARNG Selected Reserve. This program, however, does not apply to Active Guard Reserve (AGR) or Dual Status Military Technicians (MilTechs) per AR 601-210, except as noted for 79T Recruiting and Retention NCOs (RRNCO). All individuals that may qualify for an incentive must fully process through Military Entrance Processing Station (MEPS). (Exceptions: Soldier transitioning from Active Duty (AD) to Reserve Component (RC) and current ARNG Soldiers serving in an active status). Applicants or current members applying for Urgent Modified Table of Organization and Equipment (MTOE) units or Special Forces, Urgent, and Medical Table of Distribution and Allowances (TDA) units will be processed under tier level guidance addressed in Enclosure 4. For the purpose of incentives “Urgent” units will refer to Focused Readiness Units, Urgent Force Pool Units, Cyber, and SFAB units.

#### 3. REQUIREMENTS

a. System access: One of the management tools critical for administering the ARNG SRIP is GIMS. Each GIMS user must request either Privileged or Non-Privileged level access. All users of GIMS are required to complete initial Information Assurance (IA) awareness orientation as a condition of access and thereafter must complete annual IA refresher awareness. Privileged users who are not appropriately certified within 12 months of assignment to a position, or who fail to maintain their certification status, shall be reduced to Non-Privileged level access. The State IA Manager will retain training certificates for all users within his or her domain to include ensuring all require recertification.

b. Privileged Level Training Requirements: The training courses below meet the requirements for privileged level access to GIMS. While the Comptroller's Accreditation and Fiscal Law (FL) Course is highly recommended, the FL certificates that are Judge Advocate General (JAG), Comptroller or United States Property and Fiscal Office (USP&FO) led will be accepted for meeting the revalidation requirement. The Comptroller's Accreditation and FL Course Certificate is only valid for 3 years. If it has been 3 years since the user last completed the FL course, a new one must be awarded. Failure to have a valid certificate will result in the user being reduced to Non-Privileged level access.

(1) Comptroller's Accreditation and FL Course, Distributed Learning (DL). Length: 40 hours//Self-paced. Enrollment and training information: <https://jagu.army.mil>.

(2) Incentive Manager (IM) Course, Phase 1, DL. Length: 24 hours//Self-paced. Enrollment and training information at: <https://guardu.ng.mil>

(3) IM Course, Phase 2, Resident. Length: 40 hours/5 days. Enrollment and training information: <https://www.atrrs.army.mil/atrrscc/> Training is located at the Professional Education Center (PEC), Camp Robinson, North Little Rock, Arkansas.

(4) GI Bill Manager Course, Resident. Length: 40 hours/5 days. Enrollment and training information at email: [arng.esc@mail.mil](mailto:arng.esc@mail.mil).

(5) Education Services Course, Resident. Length: 40 hours/5 days. Enrollment information is available at: <http://www.pec.ng.mil/>

c. Non-Privileged Level Training Requirements: Must complete the Distance Learning portion of the Basic Incentive Managers Course.

d. Individuals requesting Education Services Officer (ESO) privileged level access must complete requirement (1) and (2) and upload the completed certificates to GIMS prior to gaining access. Additionally, the individual must complete requirements (3), (4) and (5) within 12 months of the date of privileged level access approval or his or her access will be reduced to non-privileged.

e. Individuals requesting IM privileged level access must complete requirement (1) and (2) and upload the completed certificates to GIMS prior to gaining access. Additionally, the individual must complete requirement (3) within 12 months of the date of privileged level access approval or his or her access will be reduced to non-privileged.

f. Individuals requesting GI Bill (GI-P) privileged level access must complete requirement (1) and upload the completed certificate to GIMS prior to gaining access. Additionally, the individual must complete requirement (4) within 6 months of the date of privileged level access approval or his or her access will be reduced to non-privileged.

g. One person from each State IM office must attend the Advanced IM course annually. States are required to send one State IM (Primary or Alt) or ESO to the Advanced IM Course

annually. Personnel must have completed the IM Resident Course and be in position at least 6 months before attending the Advanced IM course. Personnel that are retiring or moving to another position outside the IM office should send another IM to the Advanced IM Course within 180 days of notice of reassignment. State Incentive offices who fail to revalidate annually will have their GIMS access rights suspended until this has been completed and verified by the proponent, Incentives Review Team (IRT). For future auditing purposes, each State ESO is responsible for maintaining copies of all training certificates for each person with privileged level access for his or her State.

h. GIMS Annual Recertification Requirements:

(1) State IM's or ESOs: Documents required are the DL course, IM resident Course, DD Form 2875, and FL certificate as listed in #2 above. The Advanced IM course does not replace the IM Basic Resident course. If processing Unit Bonus Eligibility Report (UBER) bin, a current G-1 memo within the last 12 months will be required.

(2) GI Bill Managers: Required documents are the GI Bill Manager's resident Course and FL certificate. The certificates must be dated within the past 3 years.

ENCLOSURE 4

INCENTIVES

1. NON-PRIOR SERVICE ENLISTMENT BONUS (NPSEB)

a. **General:** The NPSEB is authorized in accordance with (IAW) with Title 37 United States Code (U.S.C.) Chapter 5, Subchapter II and DODIs 1304.31 and 1205.21 to a person who has not previously served in the armed forces or has served in the armed forces, but was released from such service before completing the basic training requirements of the armed force of which the person was a member and the service was characterized as either honorable or uncharacterized. The ARNG authorizes this incentive in conjunction with Enclosure 6 (ARNG FY19 SRIP MATRIX) and the additional eligibility requirements listed in this section (Glossary NPS, NPS 09S/09W, 09R Simultaneous Membership Program (SMP) and accessions into the Recruit Force Pool (RFP) are not authorized). Individuals separated from a military service as a DEP discharge or discharged from the ARNG RFP may be eligible for this incentive. ARNG MEPS Guidance Counselor (GC) is responsible for ensuring the applicant is eligible for this incentive prior to selecting.

b. **Eligibility:**

- (1) Skill level 1 (grades E4 or below).
- (2) Mental (ASVAB) test score category I-III A (50 or above)
- (3) Education Tier level 1.

c. **Method of Payment:**

(1) 6 year (3 installments): (Initial) 50% processed upon reporting Duty Military Occupational Skill Qualified (DMOSQ) to unit of assignment and recorded in GIMS. (2nd) 25% processed upon 3rd year anniversary calculated by Date of Enlistment and (3rd) 25% processed upon 5th year anniversary calculated by Date of Enlistment.

(2) 4 year (2 installments): (Initial) 50% processed reporting Duty Military Occupational Skill Qualified (DMOSQ) to unit of assignment and recorded in GIMS. (2nd) 50% processed upon 3rd anniversary calculated by Date of Enlistment.

2. OFF PEAK (OP) BONUS

a. **General:** When authorized, the Off Peak Ship Option Bonus will be offered to Non-Prior Service enlistees. Qualified applicant may be offered this option based on the eligible RECSTA date for a Straight Through training option.

b. **Eligibility:** Eligibility will be determined at the point of enlistment. This bonus may be received in conjunction with the NPSEB, but cannot exceed \$20,000 when combined. The ARNG may cease offering this incentive at any time. Must ship for a RECSTA date between 1 October and 30 April within the same Fiscal Year established by the applicant's Date of Enlistment (DOE).

(1) Skill level 1 (grades E4 or below).

(2) Mental (ASVAB) test score category ~~I-III A (50 or above)~~ **I-III B (31 or above)**

(3) Education Tier level 1.

c. **Method of Payment:** Lump Sum processed upon reporting Duty Military Occupational Skill Qualified (DMOSQ) to unit of assignment, verification of shipment during the eligible period and recorded in GIMS.

d. **Termination:** Failure to ship during eligible period outlined in 2.b. will result in termination of the OP bonus. If the NPSEB is combined with the OP bonus, only the OP will be terminated.

### 3. QUICK SHIP (QS) BONUS **(Not Authorized at this time 4 October 2018)**

a. **General:** When authorized, the Quick Ship Bonus will be offered to Non-Prior Service enlistees. Qualified applicant may be offered this option based upon shipping to IADT in a Straight Through training option within 60 days of enlistment.

b. **Eligibility:** Eligibility will be determined at the point of enlistment. This bonus may be received in conjunction with the NPSEB and Off Peak, but cannot exceed \$20,000 when combined. The ARNG may cease offering this incentive at any time. Must ship for IADT within 60 days of the DOE.

(1) Skill level 1 (grades E4 or below).

(2) Mental (ASVAB) test score category I-III A (50 or above).

(3) Education Tier level 1.

c. **Method of Payment:** Lump Sum processed upon reporting Duty Military Occupational Skill Qualified (DMOSQ) to unit of assignment, verification of shipment during the eligible period and recorded in GIMS.

d. **Termination:** Failure to ship during the period outlined in 3.b will result in termination of the QS bonus. If the NPSEB is combined with the OP bonus, only the QS will be terminated.

#### 4. PRIOR SERVICE ENLISTEMENT BONUS (PSEB)

a. **General:** The PSEB is authorized IAW with Title 37 U.S.C, Chapter 5, Subchapter II and DODIs 1304.31 and 1205.21 to a former enlisted member of an armed force who has no remaining service obligation and enlists in the Selected Reserves (SELRES) of the Ready Reserve of an armed force. The ARNG authorizes this incentive in conjunction with: AR 601-210, NGR 600-7, Enclosure 6 (ARNG FY19 SRIP MATRIX), and the additional eligibility requirements listed in this section. Applicants applying for Urgent MTOE units or Special Forces, Cyber or Medical TDA units will be processed under tier level guidance addressed in Enclosure 7 & 8.

The ARNG MEPS GC is responsible for ensuring the Soldier is eligible for this incentive prior to selecting. Soldiers who are Non-DMOSQ must complete training within 24 months of Date of Enlistment.

b. **Eligibility:**

(1) Skill level 4 or below (grades E7 or below). Grade commensurate with position or position no greater than one grade above Soldier current grade.

(2) Received Honorable discharge for all prior periods of service. General under Honorable Conditions for any period of service is not eligible. (Exception: Soldiers who completed Initial Active Duty Training (IADT) with an uncharacterized discharge). An officer or enlisted member is not eligible for a bonus if the individual was previously discharged or released from active duty or military service in an active status based on a determination of misconduct, substandard duty performance, or moral or professional dereliction.

(3) Not separated from active service or being released from active service for the purpose of enlistment in a reserve component.

(4) Have less than 16 years of total military service at time of enlistment.

(5) Have not previously received the PSEB.

(6) A recipient enlisting from a branch of service other than the Army for a DMOSQ Critical Skill (CS) position must meet the requirements as prescribed in reference 1.s. (exceptions authorized in accordance with reference 1.u.). No recipient will be contracted for this incentive until the Military Occupational Specialty (MOS) conversion is approved by the authorizing proponent prior to enlistment.

(7) A recipient who, upon his or her last discharge from the ARNG or the United States Army Reserve (USAR), was fully eligible to complete a reenlistment/extension and is within 365 days of that discharge date is not eligible for the PSEB.

(8) Soldiers enlisting for Special Forces must be MOSQ at time of enlistment to qualify for an incentive.

(9) Unless previously completed Army or Marine Corps basic training, all PS United States Air Force (USAF), United States Navy (USN), or United States Coast Guard (USCG) DMOSQ recipients must attend Army Basic Combat Training (BCT) within 365 days of their enlistment dates (exception authorized to PS USAF Security Force and USN Special Operations personnel). The Soldier will not be paid his or her initial payment until completion of BCT. The PSEB will be terminated if the Soldier does not graduate BCT within 12 months from the date of enlistment.

**c. Method of Payment:**

(1) 3-Year DMOSQ: Lump sum payment upon reporting to unit of assignment and recorded in GIMS.

(2) 6-year DMOSQ/Non-DMOSQ (2 installments): (Initial) 50% processed upon reporting DMOSQ to unit of assignment and recorded in GIMS. (Non-DMOSQ must become qualified in contracted MOS within 24 months). (2nd) 50% processed upon 4th year anniversary calculated by Date of Enlistment.

**5. ENLISTED AFFILIATION BONUS (EAB)**

a. **General:** The EAB is authorized IAW with Title 37 U.S.C, Chapter 5, Subchapter II and DODIs 1304.31 and 1205.21 to a former enlisted member of an armed force who served on active duty and has a service obligation remaining and who executes an agreement to serve in the SELRES of the Ready Reserve after being discharged or released from active duty under honorable conditions. The ARNG authorizes this incentive to those serving on Active Duty Army transitioning through the Reserve Component Career Counselor (RCCC) or to a service member currently assigned to the Individual Ready Reserve (IRR) with a remaining Military Service Obligation (MSO) and last period of service was the Active Component (Reserve Component Soldiers that were mobilized are not authorized). The ARNG authorizes this incentive in conjunction with AR 601-210, NGR 600-7, Enclosure 6 (ARNG FY19 SRIP MATRIX) and the additional eligibility requirements listed in this section. If enlisting Non-DMOSQ, the Soldier must complete training within 24 months Date of Enlistment. Soldiers who last separated from the Selected Reserves are not eligible. The ARNG MEPS GC is responsible for ensuring the applicant/Soldier is eligible for this incentive prior to selecting. Applicants applying for Urgent MTOE units or Special Forces, Cyber or Medical TDA units will be processed under guidance addressed in Enclosure 7 & 8.

**b. Eligibility:**

(1) Skill level 4 or below (grade E7 and below). Grade commensurate with position or position no greater than one grade above Soldier current grade.

(2) Received Honorable discharge for all prior periods of service. General under Honorable Conditions for any period of service is not eligible. (Exception: Soldiers who completed Initial Active Duty Training (IADT) with an uncharacterized discharge).

- (3) Have less than 16 years of total military service at contract start date.
- (4) Enlist in an MOS on Enclosure 5 (EAB Critical MOS list).
- (5) Meet all other eligibility criteria IAW AR 601-210, paragraph 10-16a, dated 31 August 2016.

**c. Method of Payment:**

- (1) 3-Year DMOSQ: Lump sum payment upon reporting to unit of assignment and recorded in GIMS.
- (2) 6-Year DMOSQ (2 installments): (Initial) 50% processed upon reporting to unit of assignment DMOSQ in the contracted MOS and recorded in GIMS. (2nd) 50% processed on the 4<sup>th</sup> anniversary calculated from the Date of Enlistment and recorded in GIMS.
- (3) 6 Year Non-DMOSQ: Lump sum payment processed within 180 days of becoming DMOSQ in the contracted MOS and recorded in GIMS. Must become DMOSQ within 24 months from Date of Enlistment.

**6. INITIAL OBLIGOR REENLISTMENT/EXTENSION BONUS (IREB) (NOT CURRENTLY AUTHORIZED)**

a. **General:** The IREB is authorized IAW with Title 37 U.S.C, Chapter 5, Subchapter II and DODIs 1304.31 and 1205.21. The ARNG authorizes this incentive in conjunction with the NGR 600-7, AR 601-210, Enclosure 6 (ARNG FY19 SRIP MATRIX) and the additional eligibility requirements listed in this section. Soldiers serving in a 9993 excess position (code 9993 in GIMS) are not eligible unless in an authorized over-strength excess position of an Urgent unit. (ARNG Over-Strength Policy IAW PPOM #17-005, 2 February 2010). The State non-privileged user is responsible for ensuring the Soldier is eligible for this incentive.

**b. Eligibility:**

- (1) Grade E3 to E6. Acceptance of promotion to E-7 after the contract start date is authorized.
- (2) Initial obligor having less than 8 years TIS at time of contract start date. Time in Service is computed from current Pay Entry Base Date.
- (3) IREB will only be available to Soldiers within the first eligible reenlistment window.
- (4) Must be DMOSQ and the primary position holder unless reenlisting/extending into a Focused Readiness/Urgent/Cyber Unit.
- (5) Within extension window 365 to Expiration Term of Service (ETS) date.

c. **Method of Payment:** (2 installments): (Initial) 50 % payment processed the day after current ETS and upon verification of MOS and unit of assignment qualification in GIMS. (2nd) 50 % payment will be processed on the 4<sup>th</sup> anniversary from contract start date (provided installment 1 was previously processed).

7. REENLISTMENT/EXTENSION BONUS (REB)

a. **General:** The REB is authorized IAW with Title 37 U.S.C, Chapter 5, Subchapter II and DODIs 1304.31 and 1205.21. The ARNG authorizes this incentive in conjunction with the NGR 600-7, AR 601-210, Enclosure 6 (ARNG FY19 SRIP MATRIX) and the additional eligibility requirements listed in this section. Soldiers serving in a 9993 excess position (code 9993 in GIMS) are not eligible unless in an authorized over-strength excess position of an Urgent unit. (ARNG Over-Strength Policy IAW PPOM #17-005, 2 February 2010). The State non-privileged user is responsible for ensuring the Soldier is eligible for this incentive. A Soldier who is otherwise eligible to extend, but in an excess position may qualify for an REB upon reassignment to an Urgent unit identified by the ARNG Base Operation Plan approved by NGB G3. In addition, a Soldier may qualify for the REB if in an authorized over-strength excess position of an Urgent unit. (ARNG Over-Strength Policy IAW PPOM #17-005, 2 February 2010).

b. **Eligibility:**

(1) Grade E3 through E7. Grade commensurate with position or position no greater than one grade above Soldier current grade.

(2) Have less than 13 years TIS on contract start date.

(3) Must be DMOSQ unless due to mobilization, reorganization, inactivation or transformation. Exceptions are 25 or 35 Series Soldiers transferring to a Cyber Unit.

(4) Within extension window 365 to ETS date.

(5) Additional units authorized are Special Operations Detachments (SOD), Medical TDAs and Cyber units.

c. **Method of Payment:**

(1) 2-Year REB DMOSQ: Lump sum processed upon contract start and verification in GIMS.

(2) 6-Year REB (2 installments): (Initial) 50% processed upon contract start date and recorded in GIMS. (2nd) 50% processed on the 4<sup>th</sup> anniversary calculated from contract start date and recorded in GIMS.

8. 79T AGR REENLISTMENT/EXTENSION BONUS (79T REB)

a. **General:** The 79T REB is authorized IAW Title 37 U.S.C., Subchapter II and DoDI 1304.31. The ARNG authorizes this incentive in conjunction with Enclosure 6 (ARNG FY19 SRIP MATRIX) and the additional eligibility requirements listed below. Soldiers serving in a 9993 excess position are not eligible. The State non-privileged user is responsible for ensuring the Soldier is eligible for this incentive.

b. **Eligibility:**

- (1) Grade E6 through E7.
- (2) Have less than 13 years Active Federal Service (AFS) on contract start date. \*  
\*(at the time of signing the incentive agreement)
- (3) Must be MOSQ as 79T.
- (4) Must be in a 79T duty position as a production recruiter with active RSID.
- (5) Must be assigned to a Recruiting & Retention Battalion.
- (6) Must not be under any Suspension of Favorable Personnel Actions (SFPA).
- (7) Must satisfactorily perform duties as a recruiter per NGR 601-1, NGR 600-200 and DA Pam 611-21.
- (8) Must have an ETS greater than the 3 years from the contract start date.

c. **Method of Payment:** 3-Year 79T REB (3 installments): (Initial) \$4K processed upon contract start date and verification in GIMS. (2nd) \$4K processed on 1st anniversary calculated from contract start date and recorded in GIMS with satisfactory performance. (3rd) \$4K processed on 2nd anniversary calculated from contract start date and recorded in GIMS with satisfactory performance.

9. MOS CONVERSION BONUS (MOSCB)

a. **General:** The MOSCB is authorized IAW with Title 37 U.S.C, Chapter 5, Subchapter II and DODI 1304.31 to pay a conversion bonus to a member who agrees to convert to a designated military skill in which there is a shortage of trained and qualified personnel. Any Soldier currently under an IADT bonus is not eligible. Any Soldier released from the MOSCB for compassionate reasons will not be considered for reentry into this program until documentation furnished to ARNG-HRM-I indicating that the reason for removal no longer exists is approved. The State non-privileged user is responsible for ensuring the Soldier is eligible for this incentive.

**b. Eligibility:**

(1) Be a current ARNG service member serving in an excess position (coded 9993 in GIMS) and voluntarily/involuntary fill a valid vacant position where the MOS is less than 90 percent filled at state level. Exception is a Soldier who is not serving in excess and agrees to transfer to an Urgent unit or FRU vacant or excess position IAW Over-Strength Policy.

(2) Be in grade E6 or below and have completed all service obligations incurred for receipt of an enlistment or retention bonus. Note: Soldiers in enlistment grade of E6 can have no more than 10 years of service at time of entering the conversion agreement. Soldiers in grade E5 or below are not restricted to time in service requirements.

(3) Contract for a minimum 3 year service obligation at time of MOS award.

**c. Application Process:**

(1) Each application for the MOSCB must be submitted through the Soldier's chain of command to: Joint Force Headquarters-State (JFHQ-XX), ATTN: State Incentive Manager.

(2) The State non-privileged user requesting the MOSCB CN must select the new MOS from the available MOSCB MOSs within the GIMS vacancy search. The GIMS vacancy report will only display the MOSs that are less than 90 percent filled at the appropriate grade.

(3) The State IM must do the following:

(a) Verify that the new MOS is less than 90 percent filled within the contract details in the GIMS fourth panel "Perform Actions" tab.

(b) Ensure that the Soldier meets MOS qualifications and has the appropriate security clearance for the MOSCB MOS.

(c) Ensure the Soldier has signed the NGB MOA for the MOSCB.

(d) Validate the MOSCB CN in GIMS once the Soldier completes the required MOSCB MOS training and has been awarded the MOS on official orders. The State IM must update the contract start date to reflect the effective MOS award order date to establish the required 3-year obligation effective date.

(e) Track and manage the MOSCB record through completion or termination, whichever comes first.

**d. Method of Payment:** Lump sum payment processed upon the effective date the MOS is awarded and updated in Standard Installation and Division Personnel Reporting System (SIDPERS) and GIMS. The State IM may only process payment once the following documents are uploaded into Interactive Personnel Electronic Records Management System (iPERMS):

- (1) Completed NGB MOA.
- (2) Copy of MOS award order.

10. OFFICER/WARRANT OFFICER ACCESSION BONUS (OAB/WOAB)

a. **Officer Accession Bonus (OAB)**

(1) **General:** The OAB is authorized IAW with Title 37 U.S.C, Chapter 5, Subchapter II and DODI 1304.34 to pay a bonus to accept an appointment as an officer to serve in the SELRES of the Ready Reserve in a skill designated for a period specified in an agreement. Soldier must not be receiving retired or retainer pay or be eligible for retirement. The State non-privileged user is responsible for ensuring the Soldier is eligible for this incentive. Soldiers receiving or have ever received financial assistance through the loan repayment program, IAW Sections 16201, 16301, 16302, or 16303 of Title 10 U.S.C are not eligible.

(2) **Eligibility:** Must not have previously held a commission/appointment. Must access in grades O-1 or O-2 for a specified AOC as determined by GIMS. In addition, must meet the qualifications in Enclosure 6 (ARNG FY19 SRIP MATRIX). Exception to grade is only for Judge Advocate (27A) and Chaplain (56A). Chaplain candidates (56X) are not eligible but may become eligible upon commission/appointment as a Chaplain.

(3) **Method of Payment:** 6 year- Lump sum payment processed after completion of Basic Officer Leadership Course (BOLC) and verification in GIMS. BOLC must be completed within 24 months of commissioning date.

b. **Warrant Officer Accession Bonus (WOAB)**

(1) **General:** The WOAB is authorized IAW with Title 37 U.S.C, Chapter 5, Subchapter II and DODI 1304.34 to pay a bonus to accept an appointment as a warrant officer to serve in the SELRES of the Ready Reserve in a skill designated for a period specified in an agreement. Soldiers receiving or have ever received financial assistance through the loan repayment program, IAW Sections 16201, 16301, 16302, or 16303 of Title 10 U.S.C are not eligible.

(2) **Eligibility:** Must not have previously held a commission/appointment. Must access in grades WO-1 or WO-2 for a specified MOS. In addition, must meet the qualifications in Enclosure 6 (ARNG FY19 SRIP MATRIX).

(3) **Method of Payment:** 6 year (2 Installments): (Initial) 50% processed upon reporting to unit of assignment DMOSQ and recorded in GIMS. (2nd) 50% processed on the 4<sup>th</sup> anniversary calculated from the date of commission/appointment and recorded in GIMS. Warrant Officer Basic Course (WOBC) must be completed within 24 months from date of appointment.

11. OFFICER/WARRANT OFFICER AFFILIATION BONUS (OAFB/WOAFB)

a. **Officer Affiliation Bonus (OAFB)**

(1) **General:** The OAFB is authorized IAW with Title 37 U.S.C, Chapter 5, Subchapter II and DODIs 1304.34 and 1205.21 to pay a bonus to affiliate from an Active Component to an Officer position to serve in the SELRES of the Ready Reserve in a skill designated for a period specified in an agreement. The OAFB is not authorized with the SLRP or Chaplain Loan Repayment.

(2) **Eligibility:** Must affiliate in grade O-2 through O-4. Soldier may affiliate DMOSQ or Non-DMOSQ for a 6-year term. Soldier must have fewer than 15 years of qualifying military service towards a regular or non-regular retirement, in accordance with DoDI 1215.07. The Officer must not have been a two-time non-select for promotion and received an Honorable discharge from all prior periods of service. An officer is not eligible for a bonus if the individual was previously discharged or released from active duty or military service in an active status based on a determination of misconduct, substandard duty performance, or moral or professional dereliction. Grade immaterial for Judge Advocate (27A) and a Chaplain (56A). Officer must continue to meet all physical requirements for the contracted AOC from the contract signature date up to REFRAD. Officer must not be receiving retired or retainer pay or be eligible for retirement.

(3) **Method of Payment:** 6-Year DMOSQ/Non-DMOSQ (2 Installments): (Initial) 50% processed upon becoming DMOSQ and recorded in GIMS. (Must become DMOSQ within 24 months from contract start date). (2nd) 50% processed upon the 4<sup>th</sup> anniversary calculated from the Date of Entitlement and recorded in GIMS.

b. **Warrant Officer Affiliation Bonus (WOAFB)**

(1) **General:** The WOAFB is authorized IAW with Title 37 U.S.C, Chapter 5, Subchapter II and DODIs 1304.34 and 1205.21 to pay a bonus to affiliate from an Active duty component to a Warrant Officer position to serve in the Selected Reserve of the Ready Reserve in a skill designated for a period specified in an agreement. The WOAFB is not authorized with the SLRP or Chaplain Loan Repayment.

(2) **Eligibility:** Must affiliate in grade CW2-CW4 in a critical skill listed on Enclosure 5. Soldier may affiliate DMOSQ or Non-DMOSQ for a 6-year term. Soldier must have fewer than 15 years of qualifying military service towards a regular or non-regular retirement, in accordance with DoDI 1215.07. The Warrant Officer must not have been a two-time non-select for promotion and received an Honorable discharge from all prior periods of service. An officer is not eligible for a bonus if the individual was previously discharged or released from active duty or military service in an active status based on a determination of misconduct, substandard duty performance, or moral or professional dereliction. Warrant Officer must continue to meet all physical requirements for the contracted MOS from the contract signature date up to REFRAD. Warrant Officer must not be receiving retired or retainer pay or be eligible for retirement.

(3) **Method of Payment:** 6-Year DMOSQ/ Non-DMOSQ (2 Installments): (Initial) 50% processed upon becoming DMOSQ and recorded in GIMS. (Must become DMOSQ within 24 months from contract start date). (2nd) 50% processed upon the 4<sup>th</sup> anniversary calculated from the Date of Entitlement and recorded in GIMS.

## 12. OFFICER/WARRANT OFFICER RETENTION BONUS

a. **General:** The Officer Retention Bonus is authorized IAW Section 332(a)(3) of Title 37, U.S.C., and DoDI 1304.34 in order to retain the adequate number of qualified officers. This incentive incurs a voluntary extension of an officer's service in exchange for an agreement to serve for a specified period in a designated military skill or career field in which there is a shortage of trained and qualified personnel.

b. **Eligibility:** The officer must have completed their Commissioning obligation and agree to an additional three year service obligation. Soldier must have less than 16 years of qualifying military service towards a regular or non-regular retirement, in accordance with DoDI 1215.07. The retention bonus may not extend an officer's service beyond 25 years of qualifying service. The officer must not have been a two-time non-select for promotion and received an Honorable discharge from all prior periods of service. An officer is not eligible for a bonus if the individual was previously discharged or released from active duty or military service in an active status based on a determination of misconduct, substandard duty performance, or moral or professional dereliction. The officer must continue to meet all physical requirements for the contracted AOC from the contract signature date up to REFRAD. The officer must not be receiving retired or retainer pay or be eligible for retirement.

c. **Method of Payment:** 3-Year DMOSQ (2 Installments): (Initial) 50% processed upon being successfully recorded in GIMS. (2nd) 50% processed upon the 2<sup>nd</sup> anniversary calculated from the Date of Entitlement and recorded in GIMS.

## 13. THE MONTGOMERY GI BILL SELECTED RESERVE KICKER (MGIB-SR KICKER)

a. **General:** The MGIB-SR Kicker is authorized IAW Title 10 U.S.C, Chapter 16131 and DoDI 1322.17 to promote accessions and retention in the SELRES to those members serving in critically manned specialties, skills or units. All MGIB-SR Kickers must be issued IAW instructions in the GI Bill Manager's Standard Operating Procedure (SOP).

b. **Eligibility:** Must be either currently eligible or establishing eligibility for the Montgomery GI Bill-Selected Reserve (MGIB-SR) or Montgomery GI Bill-Active Duty (MGIB-AD) and have at least a six-year service obligation (DD Form 4, DA Form 4836, or DA Form 5447-R as applicable) on the date the kicker agreement is signed. Before receiving payment, the Soldier must also have a high school diploma or equivalent and complete IADT or BOLC. Additional requirements for specific kicker types are listed below.

### (1) **Enlisted Accessions**

#### (a) **Non Prior Service MGIB-SR Kicker**

- (i) Mental (ASVAB) test score category I-III A (50 or above)
- (ii) Education Tier Level 1 (IAW AR 601-210)
- (iii) Incentive combination IAW Enclosure 6 (ARNG FY19 SRIP MATRIX)

**(b) Prior Service MGIB-SR Kicker**

- (i) Mental (ASVAB) test score category I-III A (50 or above)
- (ii) Incentive Combinations IAW Enclosure 6 (ARNG FY19 SRIP MATRIX).
- (iii) DMOSQ in grade E-5 or below.
- (iv) Meet the RE and SPD code requirements for affiliation if affiliating from AD, IAW AR 601-210, dated 31 August 2016.
- (v) Meet the requirements to be awarded the MOS at the time of affiliation/enlistment if enlisting from a branch of service other than the Army for a DMOSQ CS position. The Soldier will not have his or her “Eligibility Status” marked as “BA” until coded as DMOSQ in SIDPERS and GIMS.

**(2) Reenlistment/Extension Kicker**

- (a) Has not previously contracted for a MGIB-SR Kicker incentive in any component.
- (b) Reenlist or extend DMOSQ in the grade of E-7 or below in an MOS that matches the authorized military grade and skill qualification commensurate with the position for which reenlisting/extending.
- (c) Has completed at least three but not more than 14 years in the ARNG.
- (d) A deployed Soldier coded “999K” in both SIDPERS and GIMS who meets all other eligibility requirements is eligible to contract for the Kicker.
- (e) A Soldier is not eligible if transferred to the ARNG Medical Management Activity (MMA) and listed excess in GIMS while in a medically non-available status.

**(3) Officer Commissioning Programs**

- (a) The Direct Commissioning, and Officer Without Degree Kickers were removed from the FY17 SRIP and are no longer authorized. The Standard Officer Kicker was removed from the FY18 SRIP and is no longer authorized.

(b) **Officer Supplemental (Bump-Up).** A Soldier who previously contracted and established eligibility for a \$100 or \$200 MGIB-SR Kicker may, upon entering a commissioning program, sign a supplemental addendum and increase the Kicker rate to \$350. The Soldier must complete the NGB Form 5435-1 (Supplemental).

(i) A Soldier who has not completed the 6-year MGIB-SR Kicker obligation from the original contract must complete the balance of the obligation to retain the Officer Supplemental Kicker.

(ii) No additional service obligation is required for Soldiers who have completed the original MGIB-SR Kicker 6-year obligation.

(iii) The MGIB-SR Kicker Supplemental addendum (NGB Form 5435-1) must be issued according to the instructions in the GI Bill Manager's Standard Operating Procedures (SOP).

(c) **Officer Candidate School (OCS) Kicker.** A Soldier enrolled in the OCS Program (09S) without a previous MGIB-SR Kicker contract may contract for the \$350 MGIB-SR Kicker provided the candidate:

(i) Completes the MGIB-SR Kicker addendum (NGB Form 5435) after completion of Phase 1 of OCS, and prior to commissioning.

(ii) Has a concurrent 6-year service obligation from the effective date of the MGIB-SR Kicker contract.

(d) **Reserve Officers' Training Corps (ROTC) Kicker.** A Soldier enrolled as a Simultaneous Member in the ROTC Advanced Course (MSIII) (09R) without a previous MGIB-SR Kicker contract and who has not received financial assistance in the form of a Senior ROTC Scholarship (Title 10, Section 2107a - Dedicated Guard Scholarship) may contract for the \$350 MGIB-SR Kicker provided the cadet:

(i) Completes an SMP Agreement (NGB Form 594-1) and ROTC Cadet Contract (DA Form 597 series) prior to contracting for the Kicker.

(ii) Completes an MGIB-SR Kicker addendum (NGB Form 5435) prior to commissioning. ARNG Soldiers enrolled in the ROTC program who have not previously completed basic training and AIT and been awarded an MOS are eligible to sign a MGIB-SR Kicker addendum, but will not be eligible to receive MGIB Kicker payments until completion of BOLC.

(iii) Has a concurrent 6-year service obligation on the date the Kicker contract is issued.

(e) **Warrant Officer Candidate (WOC) Kicker.** A Soldier on orders in the WOC Program (09W) without a previous MGIB-SR Kicker contract may contract for the \$350 MGIB-SR Kicker provided the candidate:

(i) Completes the MGIB-SR Kicker addendum (NGB Form 5435) after being placed on orders as a WOC, prior to commissioning.

(ii) Has a concurrent 6-year service obligation from the date of the Kicker contract.

c. **Method of Payment:** Payments are made by the Department of Veterans Affairs. A Soldier enrolled full-time may receive up to 36 monthly payments in conjunction with Chapter 1606 or Chapter 30 benefit payments in accordance with the rate table below. Payments are prorated for less than full-time enrollment. The amounts are valid for the entire term of the contract, regardless of future increases or decreases, unless the Officer/Soldier violates the terms of the MGIB-SR Kicker contract.

MGIB-SR Kicker Categories and Payment Rates	
Kicker Category	Monthly Payment (Full-Time enrollment)
Enlisted Accessions (NPS and PS)	\$350
Reenlistment/Extension	\$350
Officer Commissioning (Supplemental, OCS, WOCS, ROTC)	\$350

#### 14. STUDENT LOAN REPAYMENT PROGRAM (SLRP)

a. **General:** The SLRP is authorized IAW Title 10 U.S.C Chapter 1609, subsection 16301 and DODIs 1304.36 and 1205.21. ARNG authorizes this incentive in conjunction with AR 621-202, NGR 600-7 and Enclosure 6 (ARNG FY19 SRIP MATRIX). The SLRP provides repayment of authorized loans up to a maximum cap amount of \$50,000 inclusive of interest as established by the Department of the Army. Repayment of eligible loans begins when the request for payment(s) has been submitted by the Soldier 90 days prior to each anniversary date. Eligible loans in default status at time of contracting are not eligible for repayment during the contracted term. National Student Loan Database System (NSLDS) documents (Summary Aid/Detailed Loan Information Sheets) must contain a print date within 30 days of the pre-approval. MEPS GCs and RCCC are not authorized to offer the SLRP without a valid pre-approval conducted through GIMS.

b. **Eligibility:** The SLRP is authorized to NPS, PS, and Current ARNG members IAW Enclosure 6 (ARNG FY19 SRIP MATRIX) and additional criteria listed below. In addition, individual must have eligible federally backed disbursed loans IAW Title 10 U.S.C Subsection 16301 (Exception: PLUS loans when the person whom is responsible for repayment of the loan and is performing the service obligation.) at time of contracting. Applicants may select the SLRP incentive even though they have no outstanding loan(s) when signing the contractual agreement; however eligible loans must be at least 1-year old on the Soldiers anniversary date in order to be eligible for payment. IAW AR 621-202 6-1d and 6-2f. Additionally, Soldiers may add additional loans during their contractual agreement.

- (1) Non Prior Service IAW with Enclosure 6 (ARNG FY19 SRIP MATRIX).
  - (2) Prior Service/Current ARNG Soldiers
    - (a) IAW with Enclosure 6 (ARNG FY19 SRIP MATRIX)
    - (b) Have less than 16 years of service at time of contracting.
    - (c) Grade E7 or below.
  - (3) 09S OCS Enlistment Option (NPS/PS)
    - (a) IAW with Enclosure 6 (ARNG FY19 SRIP MATRIX)
    - (b) Must have a minimum of 90 semester hours listed on official transcripts or have a bachelor's degree or higher.
- c. **Method of Payment:** The portion or amount of a loan(s) that may be repaid is 15% or \$500, whichever is greater, for each year of satisfactory service, plus the amount of any interest that may accrue during the current year. All payments are made to the lending institution and NOT to the Soldier. Repayments inclusive of interest will be no greater than the initial principal balance. Loans in a default status or entering a default status after contract start date are not eligible for repayment. Loans returning to a good standing may be eligible for repayment in the same entitlement year. Loan(s) having an outstanding balance less than the calculated authorized repayment amounts are only authorized that amount.
- (1) Soldier signs section 2 of DD Form 2475, DOD Educational Loan Repayment Program (LRP) Annual Application that is available to be printed out of GIMS 60 days prior to anniversary payment date.
  - (2) Soldier will submit (mail, fax or scan) the following documentation each and every year through their chain of command to the State IM/SLRP Manager to include if submitting for previously missed anniversary payments, and must be within the time constraints as noted below for each payments:
    - (a) Copy of National Student Loan Data System (NSLDS) Summary Aid sheet that is dated within 30 days of scheduled anniversary payment date.
    - (b) Copy of NSLDS Detailed Loan information sheet(s) that are dated within 30 days of scheduled anniversary date. Note: must include those with a \$0 balance.
    - (c) Copy of original promissory note(s) and disbursement sheet(s) for all Title IV loan(s) not listed on the NSLDS website and/or loan(s) that were consolidated after the contract signature date.
- d. Suspension of 09S **SLRP Only**.

(1) Candidate fails to begin his or her Officer producing program within 1 year of the date of enlistment.

(2) Candidate fails to acquire a bachelor's degree within 2 years of the date of enlistment.

(3) Candidate not accepting his or her commission will have SLRP payment(s) suspended for up to 3 years from the date of enlistment.

(4) The 09S SLRP payment(s) may only resume once the reason for suspension has been reversed and supporting documentation to support the reversal has been uploaded into GIMS.

e. Termination without Recoupment (Specific to **SLRP/09S Only**).

(1) A candidate who fails to complete, or who withdraws from OCS (regardless of reason), will be terminated effective the date of withdrawal from OCS (if known) or the date the DMOS is changed from 09S to an enlisted MOS. If the candidate is discharged prior to the two reasons above, the termination date will be the ARNG discharge date.

(2) An Army Medical Department (AMEDD) Officer who received SLRP/09S will be terminated effective the date he or she is appointed to an AMEDD Corps or branch. Note: This does not apply to AOCs 70B and 72D, which follow the above guidance for basic branches.

(3) Accepts an immediate appointment as an Officer in the Ready Reserve other than in the SELRES after entering into this agreement. (Except for 09S SLRP).

f. Termination with Recoupment (Specific to **SLRP/09S Only**).

(1) A Soldier with a DD Form 4 or DA Form 4836 that was signed before or after the date of affiliation, enlistment, or reenlistment/extension without an approved ETP will be terminated effective the contract start date.

(2) Soldiers that enlisted under the 09S SLRP will be terminated effective the contract start date for any of the following reasons:

(a) A candidate who fails to accept a commission within 3 years of the date of enlistment.

(b) The Officer fails to complete BOLC within 2 years following successful completion of OCS or fails to become DAOCQ in any AOC and is subsequently discharged.

(3) An Officer receives payment while serving in an excess "9993" position in GIMS during the contractual period. The effective date of termination is the date the Officer is coded excess.

15. CHAPLAIN LOAN REPAYMENT PROGRAM (CLRP)

a. **General:** The Chaplain Loan Repayment is authorized IAW Title 10 U.S.C Chapter 1609, subsection 16303 and DODIs 1304.36 and 1205.21. ARNG authorizes this incentive in conjunction with AR 621-202, NGR 600-7 and Enclosure 6 (ARNG FY19 SRIP MATRIX). Chaplains requesting payment above the original approved CLRP agreement amount of \$20,000 must, upon completion of the current 3-year agreement, request a new \$20,000 CLRP Control Number (CN). The maximum lifetime amount of this benefit will not exceed \$80,000.

b. **Eligibility:** Chaplain Candidates (56X) are not eligible, but may be eligible upon becoming fully qualified as a Chaplain.

c. **Method of Payment:** Interest can be added to the annual principal payment; however, an annual repayment, to include interest cannot exceed one-third of the \$20,000 contracted amount. Additionally, the annual principal payment will not exceed one-third of the initial outstanding balance of eligible loans.

d. **Restrictions:** Must be DAOCQ in AOC 56A and assigned in the authorized military grade commensurate for AOC 56A as a Chaplain coded in GIMS. Chaplains that are listed as “9993” in GIMS are not eligible.

16. AGREEMENTS/ADDENDUMS

a. **General:** IAW Title 10 U.S.C, Title 37 U.S.C, DoDI 1205.21, DoDI 1304.31 and DODI 1304.34 an applicant/Soldier must enter into an agreement outlining the terms and conditions for receiving an incentive/bonus. The agreement will explain the subject of repayment for failing to complete the period of obligated service or other conditions of service for which the incentive/bonus is paid. Agreements will be executed on or prior to any obligated service period and are only valid when containing all required signatures and dates, Bonus Control Numbers (BCN) and printed from authorized systems. The authorized systems for generating addendums are GIMS and Guidance Counselor Resource Center (GCRC) unless written approval is granted by ARNG-HRM-I (ARNG-HRM-E for Kicker). Additional instructions for specific incentives will be listed below.

(1) Warrant Officer Accession Bonus: The applicant/candidate may sign no earlier than the date of the approved predetermination packet and no later the date of commission. The WOAB contract start date can be no greater than 24-months after the date of the approved predetermination packet.

(2) Officer Accession Bonus (candidate/cadet) may sign no more than 90 days before the date of commission or no later than the date of commission.

17. FUNDS AND TAXES

a. **General:** The ability to enter into a contractual agreement for an incentive/bonus, loan repayment program or receive payment is based upon the availability of funds; therefore subject

to suspension or termination without notice. All incentives/bonuses and loan repayment programs are subject to state and federal tax codes.

b. The MGIB-SR Kicker is a non-taxable incentive paid by the Veterans Administration (VA).

#### 18. POSITION VACANCIES

**General:** IAW NGR 600-7, paragraph 1-9 and AR 601-210, paragraph 10-3, d. incentives may only be authorized to those identified units for FY19 within Enclosure 6 when defined within the specific incentive type. Positions contained in a derivative UIC are not considered a valid vacancy for incentive purposes only. The Automated Unit Vacancy System (AUVS) is the system of record for determining valid vacancies for incentives, except for incentives offered at the time of reenlistment/extension. Soldier's grade must be commensurate with position grade or in position no more than one grade above. No manually built vacancy or excess positions (coded 9993) is authorized an incentive. Exceptions outside of 09S, 09R, 09W, 09L will be submitted to ARNG-HRM-I for approval.

#### 19. CONTINUED RECEIPT OF INCENTIVES

a. **General:** Continued receipt of incentives is IAW ARNG SRIP FY19, DoDI 1304.31, DODI 1304.34, DODI 1205.21, AR 601-210, AR 621-202 and NGR 600-7. Any immediate updates or continued receipt rules not listed in NGR 600-7 are listed below or published by EIOMs. ARNG- HRM-I is the authority for any discrepancies or disputes.

(1) An Officer changing AOC due to normal career progression can retain his or her incentive provided he or she remains within the same Career Management Field (CMF) as the primary position holder for the entire length of the service obligation. Moves based upon unit relocation, reorganization, transformation or the convenience of the government are the only authorized exception (Note: This does not apply to Warrant Officers). Transfer orders must be uploaded into GIMS.

(2) Soldiers changing their MOS due to normal career progression (per DA PAM 611-21) remain eligible to retain the incentive(s) for which contracted if they are DMOSQ, assigned as the primary position holder for the entire contracted term of the incentive and are not coded excess (9993). Exceptions to this rule are addressed in Enclosures 7 and 8. Substantiated involuntary moves are the only authorized exceptions and transfer orders must be uploaded into GIMS. Soldiers who voluntarily transfer for promotion purposes to another MOS that is not in the same incentive contracted CMF are not considered eligible for continued receipt of the incentive(s). This change supplements the requirements set forth within AR 601-210, paragraph 10-5 on continued receipt of incentives due to normal career progression.

(3) Soldiers electing to remain in the deployed (crossed-leveled) MOS has 24 months from REFRAD date plus future deployment periods to become DMOSQ.

(4) A Soldier in an active status who voluntarily/involuntarily transfers to an Urgent Unit identified by the ARNG Base Operation Plan and fills a valid vacant position or excess position IAW the ARNG Authorized Over-Strength Policy. (Not applicable to a Soldier pending IADT). This policy also applies to 25 and 35 Series Soldiers transferring to Cyber Units who do not report DMOSQ.

(5) Accepts a One Time Occasional Tour (OTOT), the Soldier will remain eligible for receipt of incentive. The tour may not to exceed 1095 days, or accept an AGR position upon the end of the tour.

b. Additional continuation rules for the MGIB-SR Kicker are outlined in the GI Bill Manager's SOP

## 20. SUSPENSION / REINSTATEMENT OF INCENTIVES

a. **General:** Suspension/reinstatement requirements for incentives are IAW DoDI 1304.31, DoDI 1304.34, DoDI 1205.21, AR 621-202, AR 601-210 and NGR 600-7. Any immediate updates or suspension/reinstatement rules not listed in NGR 600-7 are listed below or will be published by EIOMs. ARNG- HRM-I is the authority for any discrepancies or disputes.

b. Suspension rules for the MGIB-SR Kicker are outlined in the GI Bill Manager's SOP.

## 21. TERMINATION OF INCENTIVES

a. **General:** Termination requirements for incentives are IAW DoDI 1304.31, DoDI 1304.34, DoDI 1205.21, AR 621-202, AR 601-210 and NGR 600-7. Any immediate updates or terminations rules not listed in NGR 600-7 are listed below or will be published by EIOMs. ARNG- HRM-I is the authority for any discrepancies or disputes.

### (1) **Termination with Recoupment:**

(a) An Officer failing to serve in the contracted CS AOC for the entire length of the incentive agreement (except for normal career progression and for the convenience of the government). The effective date of termination is the date annotated on the Officer's branch transfer order.

(b) A Soldier voluntarily changing his or her CS MOS during the contractual obligation, unless assigned as a 09R (SMP Cadet), 09S (OCS Candidate) or 09W (Warrant Officer Candidate). The effective date of termination is the date of transfer.

(c) Coded with SIDPERS excess code "9993" Exceptions to this rule are addressed in Enclosure 7 & 8. The effective date of termination is the date the Soldier was coded/reassigned as excess. Note: Soldiers enlisting 09S are exempt while enrolled in OCS. Once commissioned, they may not be coded excess for the duration of the contractual period of the 09S contract.

(d) A Soldier separating from the ARNG for enlistment into any AC (Regular Army, Navy, Marines, Air Force, or Coast Guard) and receiving an enlistment incentive, or when the period of service is less than the Soldier's current ARNG remaining drilling obligation. The effective date of termination is the ARNG discharge date.

(e) An Officer/Soldier affected by an involuntary move based upon unit relocation, transformation, reorganization, convenience of the government or mobilization will have 24 months plus periods of deployment from the date of transfer to become DAOCQ/DMOSQ in the new AOC/MOS and is eligible for future scheduled payments. An Officer/Soldier who fails to become DAOCQ/DMOSQ within 24 months plus periods of deployment will have the incentive terminated effective the date of transfer.

(f) An Officer/Soldier voluntarily retiring from active status prior to completion of the incentive contractual term. The effective date of termination is the date on the ARNG discharge date.

(g) An Officer/Soldier leaving the AGR or MilTech program to return to a Traditional/MDAY-only status who subsequently contracts for an incentive while assigned in MDAY status will have that incentive terminated if he or she fails to serve at least 50 percent of the contractual obligation period (from contract start date) prior to reentering the AGR or MilTech program. The effective date of termination is the day before the AGR or MilTech start date as noted on the AGR order, SF-50, SF-52, or HRO memorandum. The MGIB-SR Kicker will be suspended when the Officer/Soldier enters the AGR or MilTech program.

(h) An Officer entering into any AC or SELRES (other than the USAR) with a current Officer ARNG incentive. The effective date of termination is the ARNG discharge date.

(i) A Soldier medically qualified to transition from AD to RC, but upon arrival to unit of assignment is no longer medically qualified and is boarded for medical discharge for reason(s) not based upon the service performed within the ARNG. The effective date of termination is the contract start date.

**(2) Termination without Recoupment:**

(a) If the OTOT exceeds 1095 days (cumulative) or the Soldier accepts an AGR position, the incentive will be terminated without recoupment effective the date stated on the Soldiers' orders, provided Soldier has served at least 6 months of the incentive contract following receipt of the initial incentive payment.

(b) An Officer must successfully complete Officer Basic Course (OBC)/Warrant Officer Basic Course (WOBC) in his or her designated OAB AOC/MOS within 24 months of the date of commission or appointment. The effective date of termination is the contract start date unless previously discharged, in which case the contract will be terminated effective the ARNG discharge date.

(c) A NPS recipient failing to ship within 365 days of his or her enlistment date. Incentives for a Soldier failing to ship within 365 days will be terminated effective the contract start date. Incentives for a Soldier discharged prior to the 12 month period will be terminated effective the ARNG discharge date.

(d) A NPS recipient failing to become DMOSQ within the required period as outlined in Personnel Policy Operational Memorandum (PPOM) #15-039 noted in reference (x) from the date of enlistment. The effective date of termination is the contract start date.

(e) An Officer/Soldier with more than one period of non-availability (ING) will have his or her MGIB-SR Kicker terminated effective the start date of the second non-availability.

(f) A Soldier who serves at least 1 day past the initial contract start date and receives an OAB CN. The effective date of termination is the day prior to being commissioned as an Officer/Warrant Officer.

(g) An Officer/Soldier leaving the AGR or MilTech Program who subsequently contracts for an incentive while assigned in an active status and who served more than 50 percent of the incentive contractual agreement (from contract start date) before returning to the AGR or MilTech Program is eligible to retain all previous payments. The effective date of termination is the day before the AGR or MilTech start date. The MGIB-SR Kicker will be suspended when the Officer/Soldier enters the AGR or MilTech program.

(h) An Officer/Soldier that contracted for an incentive while on AD in the RA and failed to maintain the physical requirements to remain DAOCQ/DMOSQ in the AOC/MOS between the contract signatures and start date. The effective date of termination is the ARNG contract start date.

(i) Individuals who do not pass the Occupational Physical Assessment Test (OPAT) for the MOS enlisted and having been offered an incentive will have the incentive terminated effective the contract start date.

b. Termination rules for the MGIB-SR Kicker are outlined in the GI Bill Manager's SOP.

## 22. CONTRACT TERMINATION AND SETTLEMENT PROCESS GUIDANCE

a. Purpose. Provide guidance for the resolution of incentive eligibility issues when bonus contracts are found to not be in compliance with law, regulations or policy. This guidance also provides the process for terminating an incentive contract with or without recoupment.

b. Program Management. The IM is responsible for the SRIP, to include establishing, monitoring, and payment of each incentive within the program. Montgomery GI Bill (MGIB) Selected Reserve (SR) Kicker, all Loan Repayment Programs (LRP), Federal Tuition Assistance (FTA), and Army Medical Department (AMEDD) incentives issues are ARNG-HRM excluded from this guidance. Guidance for resolving issues in these programs will be provided separately.

c. The settlement process uses four categories to organize violations. The types and definitions of the four categories are:

(1) State Level Authority- Incentive issues caused by incorrect Standard Installation/Division Personnel System (SIDPERS) coding, inaccurate orders issuance and missing documents in the interactive Personnel Electronic Records Management System (iPERMS) or Guard Incentive Management System (GIMS) should be corrected at the State level. An Exception to Policy (ETP) is not required for these issues.

(2) The ARNG Level Authority- Incentive issues that are not correctable by the State, and the State elects to submit a Soldier's request for an ETP to ARNG. ARNG can make approval determinations when the incentive issue is a violation of only NGR 600-7, or the applicable ARNG Incentive Policy. If the violation is against higher authority regulations then ARNG will follow that regulation.

(3) The Department of the Army (DA), Office of Secretary of Defense (OSD), or Statutory Authority- Incentive issues relating to law, Department of Defense Instruction (DoDI), Department of Defense (DoD) regulations and policy, and DA policy. NGB has been delegated limited authority to waive the requirement to recoup funds already paid to the Soldier in some cases involving DA Policy. While an ETP cannot always be approved to waive the requirement to terminate, the denied ETP may provide guidance to the State IM to terminate without recoupment. Only DA and/or OSD have authority to grant relief from termination for issues in this category.

(4) Suspected Fraud, Waste or Abuse- Incentive contracts that demonstrate evidence of improper administration permitting erroneous incentive payments which are subject to recoupment by federal statute(s) and/or DoD and Federal Management Regulations (FMR). Any alteration to an incentive addendum will be treated as suspected fraud. All cases will be reported to the NGB program manager and thoroughly investigated by the State to determine appropriate legal disposition. Decisions will be reported to the NGB Program Manager.

d. Erroneous Overpayments- Erroneous overpayments are defined as payments made in excess of the Soldier's contracted payment amount, in excess of limits established by Law, and/or DoDI/Army Regulations/ALARACTs, or payments that were not legal and proper when made. Erroneous overpayments must be recouped as soon as discovered. There is no ETP process authorized for erroneous overpayments however, exceptions may apply to the SLRP through the voucher process.

e. Settlement process for state level authority corrections. State SRIP personnel are not authorized to submit an incentive for payment processing until the issues identified in paragraph 19c(4) have been corrected in SIDPERS, iPERMS and GIMS as required.

f. Termination Defined

(1) Termination without Recoupment: Termination without recoupment means the Soldier is entitled to all payments due to the Soldier prior to termination date. As of the

termination date, there will be no additional payments made to the Soldier and there will be no recoupment of funds already paid to the Soldier IAW the contract.

(2) Termination with Recoupment: Termination with recoupment means the Soldier is entitled to a prorated incentive amount based on the number of months the Soldier served prior to the incentive termination date. The Soldier may be required to pay funds back to the government or the Soldier may be entitled to a payment.

(3) Relief from Recoupment: Termination with recoupment is the initial guidance. However, the decision making authority has determined that recoupment of funds paid IAW the contract is contrary to a personnel policy or management objective, against equity and good conscience, or contrary to the best interest of the United States. The Soldier will not be required to repay funds already received IAW the contract and the contract will be terminated without recoupment. Note: Erroneous overpayments do not qualify for relief from recoupment.

g. Termination of a bonus contract. Once a bonus contract issue has been identified that requires termination, with or without recoupment, the State/Territory will follow the instructions below:

(1) Termination when Soldier failed to complete Initial Active Duty Training (IADT):

(a) The IM will initiate termination of the bonus without recoupment in GIMS upon receipt of the discharge orders. The IM will enter comments indicating reason for termination, select termination without recoupment with contract start date as effective date of termination and ensure all fields in the termination processing screen are correctly completed. The termination must be processed at State level through both the 1st and 2nd reviews and then immediately forwarded to the next level for review.

(b) ETPs are not authorized for these contracts and Soldier notification is not required for the termination.

(2) Termination due to ineligibility or status change prior to Contract Start Date:

(a) This section applies to situations where the Soldier is ineligible for the incentive prior to contract start date IAW regulations or law and no payments have been made. For example, Soldier is discharged prior to contract start date, accepts an AGR position, military technician position, or commission prior to contract start date.

(b) If the bonus has not been established in the Defense Joint Military Pay System - Reserve Component (DJMS-RC), the IM will complete an Administrative Correction Request (ACR) in GIMS to move the contract to an Approved Pending Validation status. Once the ACR has been completed, the IM will invalidate the bonus. If the bonus has been established in DJMS-RC, the IM will initiate the termination process in GIMS and immediately forward the termination through both the 1st and 2nd reviews to the next level for review. The contract will be terminated effective the date of the contract start date.

(c) ETPs are not authorized for these contracts and Soldier notification is not required for the termination. If the Soldier received payment, the Soldier must be notified that it was an erroneous overpayment and will be recuperated.

(3) Termination without recoupment and no additional payments are scheduled or authorized:

(a) The IM will initiate termination of the bonus without recoupment in GIMS. The IM will enter comments indicating reason for termination, select termination without recoupment and ensure all fields in the termination processing screen, to include the effective date of termination, are correctly completed. The termination must be processed at State level through both the 1st and 2nd reviews and forwarded to the next level for review.

(b) The IM will notify the Soldier and the Soldiers current unit of assignment that the bonus will be terminated without recoupment using the DA Form **4856** (preferred document) or the Notification of Incentive Termination Memorandum (Enclosure 15). Proof that notification was sent is required or remarks must be entered in GIMS.

(c) The IST will confirm the validity of the terminated bonus and forward to ARNG-HRM-I for final review and processing.

(d) The IM will monitor the reject report weekly and will ensure all transactions that rejected are corrected and re-queued as required.

(4) Termination with or without recoupment when additional payment(s) are scheduled or authorized:

(a) The IM will initiate termination of the bonus with or without recoupment in GIMS. The IM will enter comments indicating reason for termination, select termination with or without recoupment and ensure all fields in the termination processing screen, to include the effective date of termination, are correctly completed. The termination will remain at the 1<sup>st</sup> IM level until the notification process is complete.

(b) The IM will notify the Soldier and the Soldier's current unit of assignment of the issue requiring bonus termination and the ETP option using the DA Form **4856** (preferred document) the Notification of Incentive Discrepancy Memorandum (Enclosure 15,7). In cases where the Soldier is no longer in the ARNG, and cannot be notified by any other means then the memorandum will be mailed to the Soldier's last known Home of Record (HOR) address in SIDPERS by certified mail. Proof that notification was sent is required or remarks must be entered into GIMS. The IM will adhere to the following guidelines based on the Soldier's response or failure to respond:

(i) If the Soldier fails to respond within 45 days of notification, termination will be processed with or without recoupment IAW policy. The IM will process the termination through the 2nd review and forward to the next level for IST review.

(ii) If the Soldier responds within 45 days of notification electing not to submit an ETP, the termination will be processed with or without recoupment IAW policy. The IM must upload the counseling statement/sworn statement or other documentation received indicating the Soldier declines an ETP. The IM must enter detailed remarks in GIMS and process the termination through the 2nd review and forward to the next level for IST review.

(iii) If the Soldier responds within 45 days of notification electing to submit an ETP, the IM must enter remarks in GIMS and request the ETP. Termination of incentive in GIMS will be suspended until final disposition of the ETP.

(5) Requesting an ETP:

(a) The IM will assist the Soldier in preparation of an ETP request by ensuring the following documentation is collected for submission:

(i) Soldier's bonus addendum.

(ii) Soldier's statement. This is the Soldier's official request and desired disposition of their issue.

(iii) State Military Personnel Officer (MILPO) memorandum requesting the ETP. This is the MILPO's official stance on the issue and their desired disposition of the Soldier's issue. Any memorandum not signed by the MILPO must have a delegation of signature authority order included with the memorandum and may not be delegated below Deputy MILPO level.

(iv) Documentation related or supporting the desired disposition to the ETP.

(b) The IM must request from the Soldier any related documents that are not in the Soldier's Army Military Human Resources Record (AMHRR) in iPERMS or in GIMS. If the Soldier provides the requested documents within 30 days, the IM will submit an ETP on behalf of the Soldier. The IM may allow the Soldier additional time to submit the required documents if he/she determines that circumstances warrant it.

(c) If all supporting documentation required for submission of the ETP is in the Soldier's AMHRR, and the reason for the ETP is administrative errors by someone other than the Soldier, such as missing witness or service representative signatures and/or dates, the IM can submit an ETP on the Soldier's behalf. In these cases, a Soldier statement will not be required as part of the ETP packet.

(d) The IM will submit and track the ETP request to ARNG-HRM-I through GIMS. . Any ETP request submitted outside of GIMS will be returned without action. Each ETP will be considered on a case by case basis.

(e) If the Soldier elects to submit an ETP, but fails to provide the requested documentation within the authorized time frame, the IM must enter detailed remarks in GIMS and process the termination through the 2nd review to the next level for IST review.

(6) If the Soldier fails to respond to the discrepancy notification and the incentive has been terminated, with or without recoupment, the Soldier is no longer eligible to file for an ETP. The Soldier may file a claim with the ABCMR if he or she disagrees with the termination.

h. Disposition of ETP.

(1) The IM will monitor both the "Disposition Complete" and "Returned to State by NGB" bins in the GIMS ETP center. If the ETP is returned to state without action, the IM will address as required. Once the ETP disposition memorandum has been signed and returned to the Disposition Complete bin, the IM will action as follows:

(a) Relief from Termination or Retention of the Incentive is defined as approval for the bonus to remain "Active". The bonus contract will be honored as noted in the approved ETP and the remaining payments will be made per payment schedule provided the Soldier is otherwise qualified. Once a bonus contract has been granted relief from termination, the IM will complete the following:

(i) Reinstate the scheduled payment in GIMS by reversing the on hold payment.

(ii) Submit an ACR to move the contract from Terminations processing to Established and Printed status.

(iii) Send the Soldier a memorandum providing the results of the ETP request using the template provided in Enclosure 15. Attach a copy of the ETP disposition memorandum.

(iv) Forward the ETP disposition memorandum to the G1 for uploading into the Soldier's AMHRR in iPERMS.

(b) Termination without Recoupment the IM will complete the following:

(i) Send the Soldier a memorandum providing the results of the ETP request using the template provided in Enclosure 15. Attach a copy of the ETP decision memorandum.

(ii) Forward the ETP decision memorandum to the G1 for upload into the Soldier's AMHRR in iPERMS and coordinate with SIDPERS to ensure that orders reflecting SRIP termination status are correct.

(iii) Process the termination at State level through both the 1st and 2nd reviews and forward to the next level for IST review. The IM will enter detailed comments indicating reason for termination, select termination without recoupment and ensure all fields in the termination processing screen are correctly completed.

(c) Termination with Recoupment the IM will complete the following:

(i) Send the Soldier a memorandum providing the results of the ETP request using the template provided in Enclosure 15. Attach a copy of the ETP decision memorandum.

(ii) Forward the ETP decision memorandum to the G1 for upload into the Soldier's AMHRR in iPERMS and coordinate with SIDPERS to ensure that orders reflecting SRIP termination status are correct.

(iii) Process the termination at State level through both the 1st and 2nd reviews and forward to the next level for IST review. The IM will enter detailed comments indicating reason for termination, select termination with recoupment and ensure all fields in the termination processing screen are correctly completed.

(2) If the GIMS processing method includes CMS, the termination transaction will be forwarded to the States Manual TL bin after approval by NGB. The IM must submit a Case Management System (CMS) case, IAW State policy, routed to the ARNG-HRM-I CMS inbox (ARNG-GSE-(SRIP Incentives)). The IM must ensure the following documents are included:

- (a) Completed DD Form 139.
- (b) Copy of enlistment/reenlistment/extension document.
- (c) Copy of bonus addendum.
- (d) Copy of ETP Determination (If Applicable)

(i) Upon notification from the IM or via CMS that a debt is being processed, the USPFO will monitor DJMS-RC to ensure the bonus recoupment amount transfers to an accounts receivable file in DJMS-RC. The USPFO will send a Notice of Indebtedness to the Soldier identifying the debt reason(s) and amount and the process for seeking relief.

(ii) If the Soldier notifies the IM or USPFO that they have filed a claim with the Army Board for Correction of Military Records (ABCMR), the IM or USPFO should initiate a CMS case requesting that the debt be suspended pending ABCMR determination. The Soldier must provide proof that an ABCMR claim has been filed and that must be uploaded as part of the CMS request.

(iii) If the GIMS processing method includes OOS, the transaction will be forwarded to the States Manual TL bin. The IM must submit a debt packet to the DFAS Debt and Claims Office (Out of Service Debt) IAW Enclosure 13.

i. Army Board for Correction of Military Records. If the Soldier is not satisfied with the final disposition of the ETP request or believes there is an error or injustice, the Soldier may file a claim with the ABCMR IAW paragraph 1.k. For more detailed information and to apply for further review, the Soldier must apply directly with ABCMR at <http://arba.army.pentagon.mil>.

## 23. DISPOSITION OF INCENTIVES FOR A DECEASED MEMBER

a. **General:** Upon the death of a Soldier, all bonus entitlements due to the Soldier's beneficiary are processed by DFAS in coordination with the Casualty Assistance Office (CAO)

and/or United States Property and Fiscal Office (USPFO). The State SLRP Manager/IM is responsible for providing a copy of the incentive contract to the State CAO or the Military Pay section of the USPFO. The DFAS will determine the beneficiary's entitlement and will process all payments due.

(1) Bonus contract(s) record must be completed in GIMS as follows:

(a) If the Soldier has an active bonus contract that has been paid in full, with no payments remaining and with all payments processed before the Soldier's death, no action is required unless the contract was already in the termination process. If the contract is in the termination process, submit an Administrative Correction Request (ACR) to move the contract out of "Termination" status and into "Complete" status.

(2) If the Soldier has an active bonus contract with outstanding payments remaining, address as follows:

(a) If the date of entitlement is prior to the Soldier's date of death, the State IM must submit the payments in GIMS using the processing method Out of Service (OOS) with a comment that the payments are due to the death of the Soldier. Once the payments are approved, they will move into the "OOS/ Case Management Study (CMS) Manual Processing" bin. Once the payments are in this bin, the IM must mark them as complete.

(b) If the date of entitlement is after the Soldier's date of death, the IM must submit an ACR requesting that the dates of entitlement for all payments due after the Soldier's date of death be changed to the day before the date of death. Once the ACR is approved, the IM must submit the payments in GIMS with the processing method "OOS" with a comment that the payments are due to the death of the Soldier. Once the payments are approved, they will move into the "OOS/CMS Manual Processing" bin. Once the payments are in this bin, the IM must mark them as complete.

b. The SLRP contract record must be completed in GIMS as follows:

If the loans under the SLRP contract are Federal loans, they will be discharged (i.e., forgiven) when the lender/lenders receive the death certificate from the Soldier's family. No prorated or additional payments are authorized.

c. If an Officer/Soldier has an approved bonus or SLRP contract with a contract start date after the date of death, the State SLRP Manager/IM must submit an ACR requesting the contract be moved to "Approved Pending Validation" status. Once the ACR is approved, the State SLRP Manager/IM must invalidate the contract.

## 24. DD FORM 368 – REQUEST FOR CONDITIONAL RELEASE

**General:** The DD Form 368 is used to process individuals either in an active status of the Selected Reserve to transfer to another military component or assigned to the IRR and requesting assignment to an active status in the Selected Reserve.

(1) Soldiers in an active Selected Reserve status while transferring to the ARNG on a DD Form 368 are not eligible to contract for an incentive. IAW AR 601-210, paragraph 10-5, b. (4). Service members who contracted for a Kicker in another component may only retain the incentive if the Kicker was in an eligible status on the last day the service member was in the losing component.

(2) Individuals assigned to the IRR and require a DD Form 368 for enlistment with ARNG may be eligible for an incentive if meeting all incentive eligibility criteria.

25. ARNG MEDICAL MANAGEMENT ACTIVITY (MMA)

**General:** Soldiers in the MMA and listed as 999M are ineligible to extend for incentives, but may continue to receive current incentive payments if otherwise qualified.

ENCLOSURE 5CRITICAL MOS LIST

## 1. Authorized Enlisted Affiliation Critical MOS List

MOS	MOS	MOS
11C	25W	89D
12C	29E	91A
12G	31E	91C
12H	35L	91G
12K	35M	91H
12P	35N	91L
12T	35P	91M
12V	35T	91P
13B	37F	91S
13F	38B	92F
13J	42R	92L
13R	46Q	92M
13T	46R	92R
14E	68A	92S
14G	68C	94A
15H	68H	94D
17C	68Q	94E
18E	68R	94H
18F	68S	94M
25C	68Y	94P
25D	88K	94S
25E	88L	94T
25P	88N	94W
25Q	89A	94Y
25S	89B	

2. Authorized Officer/Warrant Officer Retention Bonus Critical MOS List

MOS
17A
120A
125D
140A
150A
170A
255A
255N
255S
290A
311A
350F
350G
352N
351M
353T
740A
880A
890A
914A
921A
922A
923A
948D

Enclosure 6								ARNG FY19 SRIP Matrix														
								Education	No	Vacancy Management Tier Level								Incentive Combinations				
	ASVAB AFQT			Term of Service				Level	RPM/MGT	T1	T2	T3	T4	T5	T6	T7	MGIB-SR					
Incentive Type	NO REQ	≥ 31	≥ 50	2-Yr	3-Yr	4-Yr	6-Yr	Tier 1	Score	20K	15K	12.5K	10K	7.5K	0	0	Kicker	SLRP	CHLRP	OP		
NPSEB (Note 6, 8)			X				X	X	Top 10 CS	X	X	X	X	X	N/A	N/A	Y	Y	N	N		
NPSEB (Note 11)			X			X		X		N/A	N/A	X	X	X	X	N/A	N/A	N	N	N	Y	
Off Peak (OP) (Note 5,6, 7, 8)		X				X	X	X		5K								Y	Y	N	N/A	
PSEB DMOSQ (Note 7)	X				X					5K								N	N	N	N	
PSEB DMOSQ (Note 7)	X						X			20K								N	N	N	N	
PSEB Non-DMOSQ (Note 7)	X						X			7.5K								N	N	N	N	
79T REB	X				X					12K								N	N	N	N	
REB DMOSQ	X			X						4K								N	N	N	N	
REB DMOSQ	X						X			20K								Y	Y	N	N	
EAB DMOSQ (Note 9)	X				X			EAB CS List		5K								N	N	N	N	
EAB DMOSQ (Note 9)	X						X	EAB CS List	20K								Y	Y	N	N		
EAB Non-DMOSQ (Note 9)	X						X	EAB CS List	12.5K								N	N	N	N		
NPS MGIB-SR Kicker (Note 7, 8)			X				X	X		\$350.00								N/A	Y	N	Y	
PS MGIB-SR Kicker (Note 7)			X				X		DMOSQ	\$350.00								N/A	Y	N	N	
REB MGIB-SR Kicker	X						X		DMOSQ	\$350.00								N/A	Y	N	N	
OC MGIB-SR Kicker	X						X		09R, 09S, 09W	\$350.00								N/A	Y	N	N	
MGIB-SR Kicker Supplemental	X						X		09R, 09S, 09W	\$350.00								N/A	Y	N	N	
NPS SLRP (Note 7, 8, 12)			X				X	X		Up to 50K								N/A	Y	N/A	N	Y
09S SLRP (Note 12)			X				X	X		Up to 50K								N/A	N	N	N	N
REB SLRP DMOSQ (Note 12)	X						X			Up to 50K								Y	N/A	N	N	N
PS SLRP DMOSQ (Note 7,12)	X						X			Up to 50K								Y	N/A	N	N	N
OAB (Note 4,10)	X						X			NA	NA	NA	NA	NA	NA	10K	NA	N	N	N	N	
OAFB (Note 10)	X						X		OFF List	NA	NA	NA	NA	NA	20K	NA	N/A	N	N	N		
WOAB (Note 10)	X						X			NA	NA	NA	NA	NA	20K	NA	N/A	N	N	N		
WOAFB (Note 10)	X						X		WO List	NA	NA	NA	NA	NA	20K	NA	N/A	N	N	N		
MOSCB (Note 3)	X				X					4K								N/A	N	N	N	N
Officer/WO Retention Bonus	X				X				OFF/WO List	NA	NA	NA	NA	NA	20K	NA	N	N	N	N		
Chaplain Loan Repayment (Note 13)	X				X					Up to 20K								N	N	N/A	N	

## KEY

X= Applies  
Y=Yes  
N=No  
NA= Not Applicable

## Special Notes:

1. All Officer Commissioning (OC) MGIB-SR Kickers may only be issued between entry into Commissioning program and up date of commissioning. Not after Commission.
2. Soldiers serving on their initial six-year service obligation must complete at least three years of service in order to reenlist or extend for the Kicker. Soldiers serving on a second or subsequent enlistment may reenlist or extend for the Kicker at anytime up to the grade of E-7.
3. MOS Conversion Bonus is only authorized to current Service Members who are in excess positions (9993).
4. Soldiers receiving or have ever received financial assistance through the loan repayment program, IAW Sections 16201,16301,or 16303 of Title 10 U.S.C are not eligible for a OAB.
5. Off Peak may only be offered to NPS in a Straight Through ticket training option with a RECSTA date Oct 18 - Apr 19. May be offered independently or combined with a MGIB-SR Kicker or SLRP.
6. Off Peak cannot be offered with the 6-Year 20K NPSEB due to incentive max cap.
7. Off Peak, PSEB, MGIB-SR Kicker and SLRP are not restricted to the States TOP 10 MOS list.
8. Non Prior Service applicants may qualify for a total of two incentives in any combination (as applicable). Applicant must meet eligibility for each incentive type. (See Note 6)
9. EAB for the RCCC is managed internally within GIMS regarding vacancy Tier level eligibility.
10. OAB, WOAB, OAFB and WOAFB is managed internally within GIMS regarding vacancy Tier level eligibility.
11. The NPSEB 4 year is not authorized the Split Training Option.
12. SLRP maximum lifetime amount is 50K
13. CLRP maximum lifetime amount is 80K

ARNG SRIP FY19 1st QUARTER ver3											EFFECTIVE 15 October 2018								
TOP 10 STATE MOS LIST											Low Density MOS List								
	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10									
AK	11B	11C	12K	15G	15T	42A	68W	91B	92F	92G	12R	12T							
AL	11B	11C	12N	13B	25Q	31B	74D	88M	92F	92W									
AR	11B	12B	13B	13J	13M	25U	35F	91B	92A	92F	12N	25B	35T	89B	92W				
AZ	11B	12N	25Q	25S	31B	88M	91B	91D	92F	92G	12G	12W	13F	25U	42R				
CA	11B	12N	13B	13J	25U	42A	74D	88M	91B	92F	25Q	25S	35N	35P	91L				
CO	11B	12N	13J	13M	25U	31B	91B	92F	92G	92Y	12K	12W	25Q	91D	94M				
CT	11B	11C	12C	12N	31B	31E	42A	88M	92F	92G	12R	46R	68R	91J	94E				
DC	15T	25U	31E	42R	68W	88M	91C	91D	91E	91L									
DE	12W	25Q	25S	42R	74D	91B	91D	91E	91H	92F									
FL	11B	12B	13B	14G	14S	19D	25Q	88M	91B	92G	15W	25P	35N	46R	94D				
GA	11B	11C	12N	13B	13F	13J	19D	68W	88M	92R	12K	25C	35G	35M	35P				
GU	11B	11C	12K	12N	12R	12W	13F	42R	68W	91B									
HI	11B	12B	12R	13B	13F	13J	19D	68W	91C	92G	12K	12W	15U	15W	46R				
IA	11B	11C	12B	13B	15U	25U	68W	88M	91B	92F									
ID	13B	13F	13J	25Q	25U	35F	88M	92A	92F	92G	35N	35P	91C	94A	94F				
IL	11B	13B	13J	25U	68W	88M	91B	92F	92G	92S	12K	35M	91C	91D	91J				
IN	11B	14G	15P	15T	25B	25S	36B	68W	92G	92W	13R	15B	25C	27D	94M				
KS	12B	12K	12N	13J	13M	31B	68W	88M	91B	92Y	25U	91C	91D	92F	92G				
KY	11B	12B	12N	13J	25U	31B	68W	74D	88M	92Y	12C	42R	91B	91D	92F				
LA	11B	12B	12N	13B	25U	31B	68W	88M	91B	92F	11C	13F	35M	42R	92G				
MA	11B	11C	12N	13F	13J	15N	25U	35M	88M	92F	91C	91D	91F	91L					
MD	11B	15Q	25U	31B	42R	88M	91B	92A	92F	92S									
ME	12B	12K	12N	12R	12W	42A	88M	91B	92F	92Y	15T	25U	91C	91D	91L				
MI	11B	12B	12N	13J	25Q	88M	91B	92F	92G	92Y	13M	25U	35F	91C	92S				
MN	11B	13B	25B	25U	35F	88M	91C	91H	91J	91M	14G	25S	35P	36B	94M				
MO	11B	12B	12N	25U	31B	74D	88M	91B	92F	92G	12C	12W	13J	91L	92S				
MS	12B	12N	14G	25B	31B	36B	68W	74D	91B	92W	12Y	15Q	35P	94E	94M				
MT	11B	12N	12W	31B	74D	91B	92F	92G	92S	92W	12K	12R	91A	91D	92A				
NC	11B	12B	12N	13B	19K	25U	31B	88M	91B	91M	13R	91A	91E	91H	94E	91P 15E			
ND	12B	12C	14G	14S	25B	25U	91H	92A	92F	92G									
NE	25C	25U	74D	88M	91B	91C	91D	92A	92F	92G									
NH	11B	13J	13M	25U	46S	68W	88M	91B	92F	92G									
NJ	11B	11C	13B	13F	13J	19D	25U	42R	91B	92W									
NM	11B	12N	12W	13F	25U	42A	42R	88M	92G	92Y									
NV	12B	12N	19D	19K	25L	25Q	25U	68W	88M	92F									
NY	11B	11C	12B	12N	13B	13F	25Q	68W	92F	92W	13J	15U	35G	35N	42R				
OH	12V	13J	15B	15N	15T	15U	88M	88N	91H	94E									
OK	11B	12B	12N	13B	13F	13J	13M	88M	91B	92A	15Q	25Q	35P	94E	94F				
OR	11B	11C	12B	13B	13F	19D	19K	25U	92F	92G	13J	25Q	35F	94A	94E				
PA	11B	11C	13B	13F	19D	25U	88M	91B	92F	92G	13J	15T	19K	46S	91S				
PR	11B	11C	12C	12K	12N	12R	12W	31B	42R	68W									
RI	11B	12N	13B	13J	31B	42R	68W	88M	91B	92F									
SC	11B	12C	12N	12W	13B	13J	19K	25Q	88M	91B	13F	15R	91H	94E	94H				
SD	12C	12N	74D	88M	91B	91L	92A	92G	92Y	94F	12Y	25B	35F	42A	91D				
TN	12B	12N	13B	13J	13M	19D	19K	31B	88M	92F	11C	12K	25Q	91H	91M				
TX	11B	11C	12B	12N	13B	13J	19D	74D	92G	92S	12T	25N	25S	35G	35N				
UT	13B	13J	15R	25U	35M	35P	88M	91B	92A	92F	12N	15G	25Q	25S	92G				
VA	11B	11C	12B	12N	12W	13B	13F	74D	88M	92G									
VI	12N	12R	12W	25B	25U	31B	46R	91B	92W	92Y	42R	56M	92M						
VT	12B	13J	19D	25U	42A	42R	68W	92A	92F	92G									
WA	11B	11C	12B	12N	13B	13J	19D	35M	88M	92F									
WI	11B	12B	12N	12R	13F	13J	19D	25U	92F	94F	12G	13R	25S	35P	94P				
WV	12K	12N	12W	13B	13J	88M	91C	91M	92A	92F									
WY	11B	12K	12N	13J	13M	13R	25U	42R	88M	92F	13F	25B	25S	94M	94P				
National MOS 17C and 18 Series																			

National MOS 17C and 18 Series

Low Density MOS List is part of the TOP 10 List and therefore has the same requirements.

ENCLOSURE 7

INCENTIVE GUIDANCE FOR URGENT UNITS

1. Applicability: This policy applies only to individuals currently serving in an active status and to those "Urgent" units identified by the ARNG Base Operations Plan. Soldiers may fill any position (including excess). Soldiers affiliating/enlisting, accessing, or reenlisting/extending for the purpose of qualifying for an Active Guard and Reserve (AGR) or Dual Status (DS) Military Technician (MilTech) position, including mobilized Soldiers returning to an AGR or DS MilTech position after Release From Active Duty (REFRAD) and DS MilTechs on Leave Without Pay (LWOP) are not eligible.

2. Soldiers may be processed IAW within one of the following categories:

a. A Soldier who voluntarily or involuntarily transfer to an "Urgent Unit" may retain their incentive(s). The Soldier must remain DMOSQ upon transfer in order to support the unit's mission. Soldiers are not authorized to reclassify in order to retain an incentive. Soldiers pending Initial Active Duty Training (IADT) are NOT authorized to transfer in order to properly manage training seat availability. Once the Soldier transfers the original terms and conditions of the incentive agreement will be applicable to the Urgent unit/MOS; therefore, the incentive may be terminated with recoupment if an additional transfer is performed without an exception being granted by the appropriate authority (excludes transfers when the Soldier transfers to another Urgent Unit and remaining MOSQ).

b. A Soldier in an excess position who voluntarily transfers to an Urgent Unit, remains DMOSQ and is otherwise eligible to reenlist/extend may qualify for an incentive. Soldiers are not authorized to reclassify in order to receive an incentive. The Soldier will process their extension/reenlistment IAW reference e. due to the Guard Incentive Management System's inability to process an incentive while a Soldier is in an excess position. ARNG recommends that all reenlistment/extension contracts with incentive eligibility be validated through the State Incentive Manager (IM) or Education Service Officer (ESO) no less than 30 days prior to the Soldiers ETS allowing for coordination with ARNG-HRM-I in executing the incentive addendum(s). The State is responsible for the management of excess positions with Soldiers performing satisfactorily and maintaining medical and dental readiness to support the unit's mission. IAW DoDI, incentives are to assist leaders in sustaining membership and maintaining readiness, not improper management.

c. A Soldier serving in an excess position within an Urgent Unit may qualify for an incentive up to the established authorized over-strength percentage outlined in the ARNG Over-strength Policy (PPOM 17-005). The State will process the Soldier IAW with guidance listed in 4.b. The State is responsible for the management of excess positions with Soldiers performing satisfactorily and maintaining medical and dental readiness to support the unit's mission.

3. This memorandum provides an exception to the position vacancy requirements outlined in the references to only those units identified as Urgent Units by the ARNG Base Operations Plan. An excess position is any position that is not the primary vacancy and IAW ARNG Over-Strength

Policy (PPOM 17-005). Units not identified as "Urgent" will continue to follow the position vacancy requirements outlined in the ARNG SRIP.

ENCLOSURE 8

INCENTIVE GUIDANCE FOR CYBER UNITS

1. Applicability: This policy applies to individuals accessing or serving in an active status. All Soldiers in an Active Guard and Reserve (AGR) status or Dual Status (OS) Military Technician (Mil Tech) status are not eligible.

2. Soldiers may be processed for incentives IAW any of the following categories:

a. Enlisted Soldiers who voluntarily or involuntarily transfer to a "Cyber TDA" may retain their incentive(s). The Soldier must remain DMOSQ upon transfer, unless selected for 17C re-class. Soldiers are not authorized to reclassify in order to retain an incentive (except 17 series). The original terms and conditions of the incentive agreement will be applicable to the cyber unit/MOS upon transfer. Therefore, an incentive may be terminated with recoupment if an additional transfer is performed without an exception being granted by ARNG-HRM (excludes transfers when the Soldier moves to another cyber unit and remains DMOSQ).

b. A Soldier in an excess position who voluntarily transfers to a Cyber unit, remains DMOSQ (unless selected for 17C re-class) and is otherwise eligible to reenlist/extend may qualify for an incentive. Soldiers are not authorized to reclassify in order to receive an incentive (except 17 series). The Soldier will process their extension/reenlistment IAW reference b. due to the Guard Incentive Management System's (GIMS) inability to process an incentive while a Soldier is in an excess position. ARNG recommends all reenlistment/extension contracts with incentive eligibility be validated through the State Incentive Manager (IM) or Education Service Officer (ESO) no less than 30 days prior to the Soldiers ETS allowing for coordination with ARNG-HRM-1 in executing the incentive addendum(s). The State is responsible for the management of excess positions with Soldiers performing satisfactorily and maintaining medical and dental readiness to support the unit's mission.

c. A Soldier serving in an excess position within a Cyber TDA may qualify for an incentive up to the established authorized over strength percentage outlined in reference d. The State will process the Soldier IAW with guidance listed in reference b. The State is responsible for the management of excess positions with Soldiers performing satisfactorily and maintaining medical and dental readiness to support the unit's mission.

2. Officers may be processed for incentives under the following:

a. An Officer who voluntarily or involuntarily transfers to a "Cyber TDA" may retain their incentive(s). The Officer must remain DMOSQ upon transfer (unless selected/identified for 17A/170A re-class). Officers are not authorized to reclassify in order to retain an incentive (except 17 series). The original terms and conditions of the incentive agreement will be applicable to the cyber unit/MOS. Therefore, the incentive may be terminated with recoupment if an additional transfer is performed without an exception being granted by ARNG-HRM (excludes transfers when the Soldier transfers to another Cyber unit and remaining AOCQ).

b. An Officer who voluntarily transfers to a Cyber unit in the ARNG, remains AOCQ, and is otherwise eligible may qualify for an incentive. The Officer's incentive will be processed IAW reference b. This is due to the Guard Incentive Management System's inability to process an incentive while a Soldier is in an excess position. The ARNG recommends that all contracts with incentive eligibility be validated through the State Incentive Manager (IM) or Education Service Officer (ESO). The State is responsible for the management of excess positions with Soldiers performing satisfactorily and maintaining medical and dental readiness to support the unit's mission.

3. The Request Manager for each State must ensure that their cyber unit UICs are built into the Request system as an MTOE unit. This should be done for incentive purposes only.

#### 4. Approved Cyber Units

W97PAA	W97MA1	W973A2	W976AA
W97QAA	W97MA2	W975AA	W976A1
W97RAA	W97NAA	W975A1	W976A2
W97SAA	W97NA1	W97ZAA	W976A3
W971AA	W97NA2	W980AA	W977AA
W972AA	W97WAA	W980A1	W977A1
W97TAA	W97XAA	W980A2	W977A2
W97UAA	W97YAA	W981AA	W978AA
W97VAA	W973AA	W981A1	W978A1
W97MAA	W973A1	W981A2	W97LAA

ENCLOSURE 9

INCENTIVE MANUAL CONTROL NUMBER PROCESS

1. Applicability: Current ARNG Soldiers in active status eligible to extend and may or may not be eligible to receive REB, SLRP or MGIB-SR Kicker at time of extension. Soldiers who are AGR or in a Dual Status Military Technician position are not eligible.

2. Purpose: To provide incentive extension processing guidance due to data transmission issues from SIDPERS to the GIMS and Retention Management Software (RMS) system.

3. RMS Process:

a. Soldiers who meet all reenlistment/extension eligibility requirements IAW references 1c. and 1d. will process through RMS as applicable.

b. If Soldiers are eligible for reenlistment/extension incentives based upon reference 1a. with support of reference 1b., then incentives will be processed through RMS as well.

c. In cases where RMS will not allow the extension, states may be authorized to execute the DA Form 4836 manually IAW 1c. and 1d.

4. GIMS Interim Incentive Manual Control Number Process:

a. Soldiers eligible for reenlistment/extension incentives that are not able to process through RMS due to data transmission errors from SIDPERS may continue to process manually IAW the Manual Control Process Map (Enclosed) and the submission of Reenlistment/Extension Incentive Request form (Enclosed) to HRM-I (see GIMS Landing Page for email address).

b. Units are responsible for validating all eligibility and providing supporting documentation regarding any SIPDERS information NOT reflected properly in RMS/GIMS thus making the Soldier appear to be ineligible.

c. NGB recommends that all reenlistment/extension contracts with incentive eligibility be validated through the State Incentive Manager (IM) or Education Service Officer (ESO) no later than three business days prior to executing any contractual agreement in order for the State office to coordinate with ARNG-HRM-I in a timely fashion.

d. Intention is to prevent any erroneous offerings of incentives and any delays during high volume incentive request.

e. Reenlistment/Extension contracts processing for the Student Loan Repayment Program (SLRP) must have all loans reviewed by the State IM/ESO and requires the submission and approval on the GIMS pre-approval memo.

f. The unit representative will supply the following information to the State IM Office:

(1) Reenlistment/Extension Incentive Request Form (Enclosure 15,11.)

(2) All Supporting Documentation (Validating Soldier is fully eligible when GIMS shows contradictory information due to lack of system feed)

(3) SLRP Pre-Approval Memo (If applicable)

g. State Incentive Office will validate packet/eligibility and then forward to ARNG-HRM-I in order to receive the proper incentive addendum as applicable.

h. ARNG-HRM-I upon receipt of the incentive request form will perform the following:

(1) Log in receipt

(2) Issue manual control number

(3) Generate the applicable incentive addendum

(4) Return the incentive addendum to requesting state and unit for completion

(5) Maintain list of manual control numbers for system update once data feed is restored.

i. Units will perform the following upon receipt of the incentive addendum:

(1) Execute the DA Form 4836 for extension or DD Form 4 for immediate reenlistment.

(2) Complete all signatures and dates on the addendum (all addendums and reenlistment/extension contracts must be signed the same date).

(3) Upload documents to Soldier's record in GIMS (incentive cases only) under panel 3, folder (LAST NAME MANUAL CONTROL)

(4) Submit documents to Soldier's iPERMS

ENCLOSURE 10

GUIDANCE FOR MANUAL BONUS PAYMENTS

1. Purpose: To provide interim payment processing guidance due to data transmission issues from the Standard Installation and Division Personnel Reporting System (SIDPERS) to the Guard Incentive Management System (GIMS).
2. Applicability: Current ARNG Soldiers who are within 15 days of their Date of Entitlement (DOE) for a bonus payment.
3. Payment Process:
  - a. Review Soldiers who are within 15 days of Date of Entitlement (DOE) for a bonus payment in accordance with the BONUS Eligibility Checklist (enclosed).
  - b. The State Incentives Manager (IM) or Education Service Officer (ESQ) will complete the BONUS Eligibility Checklist, sign and upload within GIMS in panel 4 and label "Bonus Checklist".
  - c. Additionally, The State IM or ESQ is responsible for validating all eligibility and providing supporting documentation regarding any SIDPERS information NOT reflected properly in GIMS. Upload the supporting documents within GIMS in panel 4 and label "State Verified Eligibility".
  - d. The Incentives Oversight Branch will process bonus payments to DFAS on Tuesdays and Thursdays, effective 29 March 2016.
  - e. Intent is to prevent any erroneous bonus payments during the absence of transmission feeds from SIDPERS.

ENCLOSURE 11

GUIDANCE FOR MANUAL SLRP PAYMENTS

1. **PURPOSE:** To provide interim payment processing guidance in the event that transmission issues from the outside systems to the Guard Incentive Management System (GIMS) develops. ARNG-HRM-I will publish additional guidance when appropriate to use this method.
2. **APPLICABILITY:** Current ARNG Soldiers with established timeline from ARNG-HRM-I.
3. **PAYMENT PROCESS:**
  - a. Review Soldiers who are within 15 day of date of enlistment for a SLRP payment in accordance with the SLRP Eligibility Checklist (Enclosure 15) and applicable references listed above.
  - b. The State IM or ESO will complete the SLRP Eligibility Checklist, sign and upload within GIMS in panel 4 and label "SLRP Checklist".
  - c. Additionally, the State IM or ESO is responsible for validating all eligibility and providing additional supporting documentation regarding any SIDPERS information not reflected properly in GIMS. Upload supporting documents within GIMS in panel 4 and label "State Verified Eligibility".
  - d. The Incentives Oversight Branch will process SLRP payments to DFAS on Tuesdays and Thursdays, effective 2 May 2016.
  - e. Intent is to prevent any erroneous SLRP payments during the absence of transmission feeds from SIDPERS.

ENCLOSURE 12

GUIDANCE FOR CLOSED YEAR SLRP

1. **PURPOSE:** Provide procedural instructions to states and territories to process closed year payments.
2. **APPLICABILITY:** This LOI applies to ARNG Service Members (active or out-of-service) who have a closed year incentive payment that meets the eligibility criteria for payment processing.
3. **BACKGROUND:** In Accordance With (IAW) 31 U.S.C. 1552(a) on September 30<sup>th</sup> of the fifth fiscal year the account shall be closed and any remaining balance in the account shall be canceled and thereafter shall not be available for obligation or expenditure for any purpose. Additionally, Barring Act 31, U.S.C. 3702(b)(2) has exceptions for consideration for periods of war. In order to be in compliance with applicable laws and regulations, the Incentives Oversight Branch requests submission of closed year payments. DOD FMR Vol 3, Chapter 10 details limitations on the adjustment of obligations in closed year appropriations using a current year appropriation. A closed year payment with a date of eligibility greater than five FYs will require ARNG-HRM and ARNG-RMC authorization before payment processing. Pre-submission requirements are required prior to packet submission.
4. **PRE-SUBMISSION REQUIREMENTS:**
  - a. State sends certified letter for past due payments informing Soldier that they have 45 days to submit memo requesting payment. State Incentives Office will upload all certified receipts and memo into GIMS. If Soldier fails to respond within allotted time then Incentive Manager will close out payment utilizing the same process as Termination without Recoupment unless ineligibility is found resulting in Termination with Recoupment.
  - b. The Service Member (SM) must have met eligibility criteria on the date of entitlement to process payments.
  - c. Incentive contracts requiring an Exception to Policy (ETP) for identified discrepancies must be completed prior to the payment transaction.
5. **SUBMISSION:**
  - a. Email the Closed Year Spreadsheet (Figure 1) to the HRM-I inbox: [ng.ncr.ngb-arng.mbx.hrm-i@mail.mil](mailto:ng.ncr.ngb-arng.mbx.hrm-i@mail.mil) for pre-approval and funding allocation prior to submitting payment in the Incentive Management System. Due to funding constraints, closed year payments are evaluated upon receipt and a determination will be made as to funding availability in current FY.

AH1													
	C	D	E	F	G	H	I	J	K	L	M	N	O
1		FY01			FY02			FY03			FY04		
2	State	Authorized	Paid	Difference	Authorized	Paid	Difference	Authorized	Paid	Difference	Authorized	Paid	Difference
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													

FIGURE 1

b. Simultaneously, upload the Closed Year packet into GIMS for those SMs listed on the Closed Year Spreadsheet. File will be uploaded in a single adobe file under the documents tab for the pertinent incentive. The packet should include all documents listed on the Closed Year Checklist (Enclosure 15).

c. Submit payment to NGB for processing once funding approval is granted from the Army National Guard Personnel Programs, Resources and Manpower Division.

ENCLOSURE 13

GUIDANCE FOR SLRP CONTRACTS FOR OOS SOLDIERS

1. PURPOSE: Provide procedural instructions on processing SLRP contracts for OOS Soldiers that still have open fiscal years available for payment.
2. APPLICABILITY: This applies to former ARNG Service Members who are out of service and have SLRP payments pending processing in an open year. An open year is defined as a payment with a date of eligibility within five fiscal years of the current fiscal year.
  - a. Complete check to establish eligibility for out of service Soldiers. If eligible then proceed to subparagraph b. If not eligible, then follow termination guidance.
  - b. Send out of service Soldier a notification memo via United States Postal Service stating that they have 45 days to contact the State Incentive Management Office in order to process SLRP for payment. Upload Soldier notification memo into the GIMS under contract/document folder. If Soldier responds with appropriate documentation then process payment. If Soldier does not respond within 45 days then proceed to subparagraph c.
  - c. Complete the contract in GIMS.
3. Should a Soldier seek payment at a later date then contract data in GIMS will need to be ACR'd to an active status for payment processing following closed year or open year guidance, whichever is applicable.

ENCLOSURE 14

GUIDANCE ON VOUCHER PROCESS

1. PURPOSE: Provide procedural instructions to States and Territories for processing voucher payments.
2. APPLICABILITY : This LOI applies to current and former ARNG Service Members who have a fiscal year overpayment in open years, requiring the voucher process. Closed Year payments are not considered for the voucher process.
3. BACKGROUND: 10 U.S.C. 16301 states that anniversary Student Loan Repayment Program (SLRP) payments will not exceed 15% or \$500 (whichever is greater) of the initial disbursed amounts that were approved upon the contract signature date, plus accrued interest. Overpayments were made that were not in compliance with the applicable policy, which results in a required recoupment action. The Voucher process enables states to request reallocation of funds from one open fiscal year to another open fiscal year in order to avoid recoupment of funds. This process is utilized for prior or current open fiscal years, not future fiscal years that have not been resourced.
4. VOUCHER PROCESS:
  - a. Complete the enclosed excel Voucher Spreadsheet by listing all affected current or former Soldiers within one excel worksheet. Each affected Soldier will be listed on a separate tab and will be labeled using the Soldiers last name and last four. Spreadsheets will be returned for corrections if errors are made.
  - b. Utilize the Voucher Process Checklist and submit required documents to [ng.ncr.ngb-arng.mbx.hrm-i@mail.mil](mailto:ng.ncr.ngb-arng.mbx.hrm-i@mail.mil). Ensure subject line states: (Insert State Name) VOUCHER PROCESSING
5. In cases where an overpayment cannot be corrected through the voucher process:
  - a. For in service Soldiers, A DD 139 will be submitted for recoupment through the Case Management System (CMS).
  - b. For out of service Soldiers, A DD 139 will be submitted to DFAS Out of Service (OOS) debts IAW established SRIP Policy.

## ENCLOSURE 15

### CHECKLIST, FORMS AND SAMPLE MEMOS

#### 1. Bonus Eligibility Checklist

##### **BONUS Eligibility Checklist**

**SM Last, First, Last Four:** [Click here to enter text.](#)

- ☐ Is Soldier in an active Status (not AGR/MILTECH/ING)
- ☐ Is Soldier in a Bonus AOC/MOS = Primary/Duty MOS (SIDPERS)
- ☐ Bonus UIC = assigned UIC (contracts after 20120605) (SIDPERS)
- ☐ Is Soldier in Excess Position (9993), Current position code-not EXCESS (SIDPERS)
- ☐ Civilian Education-HS Diploma or equivalent (NPSEB)
- ☐ AFQT Score 50 or higher
- ☐ Met required Ship Date
- ☐ SPD and RE Codes IAW Policy (EAB)
- ☐ APFT-cannot have 2 consecutive failures (RCAS screenshot)
- ☐ ETP-unable to process while waiting for ETP determination
- ☐ SFPA-no flags (exception J or K)
- ☐ ~~Unsat~~-no more than 9 ~~unsats~~ in 12 months
- ☐ Term of Service meets incentive requirements per policy
- ☐ DD4 contract dated same day as addendum, document in iPERMS
- ☐ DD1966 dated same day as addendum, document in iPERMS
- ☐ DA 4836-obligation must meet incentive requirements, must have Table 1 Rule B, dated same day as addendum document in iPERMS \*Passing APFT IAW AR 09-026
- ☐ Addendum must have required signatures and match contract signature date, document in iPERMS

☐ I certify this Soldier meets all eligibility requirements for payment on this incentive.  
 Certifying Signature must be an Education Service Officer or State Incentives Manager.

**X**

Signature

**\*Digital Signature only:**

Right Click on signature box. → Click "Sign..." →  
 Enter your name and position (ie. John Doe /  
 Retention NCO). → Click "Sign" button on  
 bottom.

## 2. SLRP Eligibility Checklist

**SLRP Eligibility Checklist**

**Soldier Last name first name last 4:**

☐ TPU Status (not AGR/MILTECH)

☐ SLRP AOC/MOS = Primary/Duty MOS (SIDPERS)

☐ SLRP UIC = assigned UIC (contracts after 20120605/exception-09S/Officers) (SIDPERS)

☐ AQFT Score (NPS-50, PS-31, 09S-50) (DD 1966)

☐ Current position code-not EXCESS (SIDPERS)

☐ APFT-cannot have 2 consecutive failures (SIDPERS/RCAS screen shot or G1 memo as applicable per previous guidance)

☐ ETP-unable to process payment while waiting for ETP determination

☐ SFPA-no flags (exception J or K)

☐ Unsat-no more than 9 unsats in 12 months (Commanders memo or system screenshot verification for states that have capable databases)

☐ Term of Service meets incentive requirements per policy

☐ DD4 dated same day as addendum, document in iPERMS

☐ DD1966 dated same day as addendum, document in iPERMS

☐ DA 4836-obligation must meet incentive requirements, must have Table 1 Rule B, dated same day as addendum document in iPERMS \*Passing APFT IAW AR 09-026

☐ SLRP Addendum must match contract signature date, document in iPERMS

☐ DA 2475-signed and dated within 90 days of DOE

☐ NSLDS-dated within 30 days of DOE

☐ I certify this Soldier meets all eligibility requirements for payment on this incentive. Certifying Signature must be an Education Service Officer or State Incentives Manager.

X

Signature

**\*Digital Signature only:**


Right Click on signature box. → Click "Sign..." → Enter your name and position (ie. John Doe / Retention NCO). → Click "Sign" button on bottom.

### 3. MOS Conversion Bonus Eligibility Checklist

#### MOS CONVERSION BONUS Eligibility Checklist

**SM Last, First, Last Four:** [Click here to enter text.](#)

- ☐ Is Soldier in an active Status ING or IRR? ☐ Yes ☐ No (If Yes, Bonus is not authorized)
- ☐ Is Soldier AGR or MILTECH (Permanent or Indefinite)? ☐ Yes ☐ No (If Yes, Bonus is not authorized)  
**Exception:** If SM has temporary assignment as a MilTech under 180-days in a continuous 12-months period, SM is eligible for MOSCB.
- ☐ Is Soldier in Excess Position (9993)? ☐ Yes ☐ No (If No, Bonus is not authorized)
- ☐ Is Pay Grade E-6 or below? ☐ Yes ☐ No (If Yes, skip next question. If No, go to next question.)
- ☐ If Soldier's Pay Grade is E-6, is TIS including IRR or ING less than 10 years? ☐ Yes ☐ No (If No, Bonus is not authorized)
- ☐ Is Soldier serving under an initial enlistment with NPSEB, PS or EAB?  
☐ Yes (If Yes, Bonus is not authorized) ☐ No
- ☐ Is Soldier currently under REB? ☐ Yes ☐ No (If Yes, the Soldier will be paid the MOSCB concurrently)
- ☐ Term of Service meets incentive requirements per policy.  
**Note:** MOSCB is required 3-year period of obligated service. SM should extend current contractual period in the ARNG to ensure SM meets the 3-required year obligation upon completion of MOSCB MOS training and award if the MOSCB MOS if ETS date is less than 3 years from that date.
- ☐ Is a Valid Vacant Position less than 90% fill in the contracted skill level on date of MOA?  
☐ Yes ☐ No (If Yes, supporting document is required. If No, Bonus is not authorized)
- ☐ Addendum must have same signature date for Service member and Witness Official, document in iPERMS.
- ☐ I certify this Soldier meets all eligibility requirements for eligibility on this incentive.  
 Certifying Signature must be an Education Service Officer or State Incentives Manager.




---

Signature

**\*Digital Signature only:**

Right Click on signature box. → Click "Sign..." → Enter your name and position (ie. John Doe / Retention NCO). → Click "Sign" button on bottom.

4. Closed Year Checklist- Bonus or SLRP

ARNG-HRM-I

SUBJECT: Letter of Instruction (LOI) for Closed Year Student Loan Repayment Program (SLRP) and Bonus Payments

Closed Year Checklist


- ☐ Closed Year Spreadsheet (Enclosure 1) with listing of all SM's requesting closed year payments.
- ☐ Service Member Memo with signature requesting closed year payment for processing.
- ☐ State Memo verifying that Soldier met all incentive eligibility requirements on date of entitlement signed by state G1.
- ☐ Incentive Addendum (Must be in GIMS and iPERMS).

## 5. Voucher Process Checklist

### **Voucher Process Checklist**

- ☐ Copy of each Transmittal Letter (TL) for every payment included in the overpayment. Number of TLs included: \_\_\_\_\_
- ☐ Electronic Document Access (EDA) printouts for every payment included in the overpayment (***\*if a TL cannot be located***). Included: Y / N Number of EDA printouts included: \_\_\_\_\_
- ☐ Complete lender pay history corroborating the lending institution received the payment.
- ☐ Student Loan Repayment Program (SLRP) addendum
- ☐ National Student Loan Data System (NSLDS) Aid Summary sheet and Detail Loan Information sheets for all loans. These do not have to be current, but must include all current loans regardless of balance or the loan being consolidated. Number of current loans: \_\_\_\_\_
- ☐ Voucher Process Spreadsheet
- ☐ OPTIONAL: Department of Defense (DD) Form 2475 or NSLDS document dated within the Fiscal Year (FY) in which payment is being vouchered from/to in order to calculate interest. A document is needed for every loan, unless the Aid Summary sheet includes the interest for all eligible loans.

## 6. EAB Manual Incentive Request Form

National Guard Bureau ARNG-HRM-I 111 South George Mason Dr. Arlington, VA 22204-1373				<div style="background-color: #cccccc; padding: 2px; display: inline-block;"><b>NGB ONLY</b></div> Request ID #: _____	
<b><u>EAB INCENTIVE REQUEST FORM</u></b>					
Request Date: Enter Date. _____					
<b>Soldier Information:</b>					
Name (Last, First, Middle): Click here to enter text.					
Last 4: Click here to enter text.		AD ETS date:		Enter # of days.	
Current Pay Grade:	Click here to enter text.	Current PEBD:	Click here to enter text.	Transition Date From Post:	Click here to enter text.
<b>ARNG Contract Information:</b>					
State Affiliation:	Click here to enter text.	UIC/address: Click here to enter text.			
Bonus MOS:	Click here to enter text.	Check one:	<input type="checkbox"/> DMOSQ/6YR/10K	<input type="checkbox"/> Non DMOSQ/6YR/5K	<input type="checkbox"/> DMOSQ/3YR/5K
RCCC name: _____					
Telephone: _____		Email: _____			
SLRP (Check for SLRP):		<input type="checkbox"/> \$50,000	MGB-SR Kicker:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
NOTE: Please submit the approved GIMS Pre-approval memo with this request form for SLRP.					
<b>FOR REQUESTING OFFICIAL ONLY:</b>  <input type="checkbox"/> (Check box) I certify that this Soldier meets all eligibility requirements for retention eligibility & incentive authorization IAW ARNG SRIP FY16 (16-01). Certifying Signature must be the RCCC and State Incentive Manager.					
 _____ Signature			<b>*Digital Signature only:</b> Right Click on signature box. → Click "Sign..." → Enter your name and position (ie. John Doe / Retention NCO). → Click "Sign" button on bottom.		
Certifying Official Last 4:		Click here to enter text.		Certifying Official UIC: Click here to enter text.	
Certifying official e-mail address:		Click here to enter e-mail address.			

7. Sample Memo – Notification of Incentive Termination

STATE LETTERHEAD	
OFFICE SYMBOL	DATE
MEMORANDUM FOR LAST, FIRST (GRADE), XXX-XX-1234	
SUBJECT: Notification of Incentive Termination	
<p>1. A discrepancy has been discovered with your bonus contract that requires termination of your incentive. The incentive will be terminated without recoupment.</p> <p>2. Your information regarding this discrepancy is as follows:</p> <ul style="list-style-type: none"><li>a. Incentive Type(s): INCENTIVE TYPE,</li><li>b. Contract Amount: \$XXX,XXX</li><li>c. Reason for the Discrepancy: Commissioned as Officer, etc.</li></ul> <p>3. The point of contact for this notification is the Incentive Manager in STATE at MAILING ADDRESS, or via email at EMAIL ADDRESS, or via telephone at PHONE NUMBER.</p>	
<p>NAME RANK State Incentive Manager</p>	

8. Sample Memo – Notification of ETP Results

STATE LETTERHEAD	
OFFICE SYMBOL	DATE
MEMORANDUM FOR LAST, FIRST (GRADE), XXX-XX-1234	
SUBJECT: Notification of Exception to Policy Result	
<p>1. Your Exception to Policy (ETP) request has been reviewed by the National Guard Bureau (NGB). The results of that review are enclosed.</p> <p>2. If your ETP request approved retention of the incentive, this has been annotated in your personnel record and the issue is considered resolved. Any remaining payments will be processed IAW payment schedule and the ETP provided you remain eligible for payment.</p> <p>3. If your ETP determination requires termination without recoupment of your incentive, the incentive will be terminated and the issue is considered resolved.</p> <p>4. If your ETP determination requires termination with recoupment, your incentive will be processed for termination. When the termination is complete, you will receive additional correspondence pertaining to the required recoupment. Payment for the amount recouped cannot be made until the process is complete and the debt is established.</p> <p>5. Should you have any questions regarding this notification, please contact the State Incentive Manager at PHONE NUMBER or EMAIL ADDRESS, or by mail at MAILING ADDRESS.</p>	
<p>NAME RANK STATE Incentive Manager</p>	


9. Sample Memo – Notification of Incentive Discrepancy and ETP Process

STATE LETTERHEAD	
OFFICE SYMBOL	DATE
MEMORANDUM FOR LAST, FIRST (GRADE), XXX-XX-1234	
SUBJECT: Notification of Incentive Discrepancy and Exception to Policy Process	
<p>1. A discrepancy has been discovered with your bonus contract that must be resolved to avoid eligibility termination. The Incentive Manager has taken all measures possible prior to notification; however, we cannot resolve the issue without your assistance.</p> <p>2. Your information regarding this discrepancy is as follows:</p> <ul style="list-style-type: none"><li>a. Incentive Type(s): INCENTIVE TYPE,</li><li>b. Discrepancy Amount: \$XXX,XXX</li><li>c. Reason for the Discrepancy: NO CONTRACT, ETC.</li></ul> <p>3. We have determined that you may be eligible for an Exception to Policy. If you intend to submit an Exception to Policy, you must submit an Exception to Policy Request to the State Incentive Manager via email at EMAIL ADDRESS or fax <del>FAX</del> NUMBER within 45 days from the date of this correspondence.</p> <p>4. Requests for Exception to Policy must be detailed in nature and contain copies of service and incentive documentation. For specific guidance and assistance regarding Exception to Policy preparation, please contact your Unit Readiness NCO, Battalion Career Counselor, or State Incentive Manager.</p> <p>5. Failure to submit an Exception to Policy Request to your State Incentive Manager within 45 days will result in immediate termination and/or recoupment of your incentive in accordance with 31 U.S.C. section 3702.</p> <p>6. The point of contact for this notification is the Incentive Manager in STATE at MAILING ADDRESS, or via email at EMAIL ADDRESS, or via telephone at PHONE NUMBER.</p> <p style="text-align: right;">NAME RANK State Incentive Manager</p>	

10. Sample Memo – SLRP payments for OOS

Office Symbol	S: Suspense Date Date
MEMORANDUM FOR Soldier Name, Soldier Address	
SUBJECT: Student Loan Repayment Program (SLRP) Payments for Out of Service Soldier	
<p>1. Our records show that you have a SLRP payment pending that may be eligible to receive payment. In order to process this payment we need your signature and verified lender payment address on the enclosed DD2475 with a copy of your National Student Loan Data System (NSLDS) Detailed and Summary Sheet dated within 30 days of this notification letter.</p> <p>2. You will have 45 days from the date of this notification letter to request payment from the (STATE) Incentive Management Office. Please mail/email your signed DD2475 and NSLDS summary and detailed loan sheets dated within 30 days of this notification letter to (INSERT STATE IM ADDRESS/EMAIL).</p> <p>3. If there is no response then the contract will be marked completed. A written request will have to be initiated prior to any future payments being processed after the suspense date has passed.</p> <p>4. The point of contact for this memorandum is (INSERT CONTACT INFO).</p>	
Encl	IM SIGNATURE BLOCK

## 11. REB Manual Incentive Request Form

National Guard Bureau ARNG-HRM-I 111 South George Mason Dr. Arlington, VA 22204-1373		<div style="background-color: #cccccc; padding: 2px; display: inline-block;"><b>NGB ONLY</b></div> Request ID #: _____	
<b>REENLISTMENT/EXTENSION INCENTIVE REQUEST FORM</b>			
Request Date: Enter Date. _____			
<b>Soldier Information:</b>			
Name (Last, First, Middle): <span style="float: right;">Click here to enter text.</span>			
Last 4:	Click here to enter text.	# of days from Current ETS:	Enter # of days.
Current Pay Grade:	Click here to enter text.	Current PEBD:	Click here to enter text.
		Current Position Code:	Click here to enter text.
<b>Contract Information:</b>			
State:	Click here to enter text.	Parent UIC:	Click here to enter text.
Bonus MOS:	Click here to enter text.	Check one:	<input type="checkbox"/> DMOSQ <input type="checkbox"/> Non DMOSQ <input type="checkbox"/> Deployed
Term of Contract (Check one):	<input type="checkbox"/> 2 years <input type="checkbox"/> 6 years	*Non DMOSQ can be only approved for unit reorg and mobilization. Supporting document is required.	
Bonus Amount (Check one):	<input type="checkbox"/> \$4,000 <input type="checkbox"/> \$12,000	*Soldier is not authorized REB and the SLRP in combination.	
SLRP (Check for SLRP):	<input type="checkbox"/> \$50,000	MGB-SR Kicker:	<input type="checkbox"/> Yes <input type="checkbox"/> No
NOTE: Please submit the approved GIMS Pre-approval memo with this request form for SLRP.			
<b>FOR REQUESTING OFFICIAL ONLY:</b>			
<input type="checkbox"/> (Check box) I certify that this Soldier meets all eligibility requirements for reenlistment/extension & incentive authorization. Certifying Signature must be an Education Service Officer or State Incentive Manager.			
<div style="text-align: center;">           _____          Signature       </div>		<b>*Digital Signature only:</b>  Right Click on signature box. → Click "Sign..." → Enter your name and position (ie. John Doe / Retention NCO). → Click "Sign" button on bottom.	
Certifying Official Last 4: _____	Click here to enter text.	Certifying Official UIC: _____	Click here to enter text.
Certifying official e-mail address: _____	Click here to enter e-mail address.		

## 12. ORB Manual Incentive Request Form

National Guard Bureau  
ARNG-HRM-I  
111 South George Mason Dr.  
Arlington, VA 22204-1373

**NGB ONLY**

Request ID #: \_\_\_\_\_

### **OFFICER RETENTION BONUS REQUEST FORM**


Request Date: \_\_\_\_\_

<b>Soldier Information:</b>					
Name (Last, First, Middle): _____					
Last 4:				# of days from Current ETS:	
Total Commissioned Service Time at contract (ORB) signature date		Current PEBD:		Current Position Code: (para/lin/pos)	

<b>Contract Information:</b>			
State:		Parent UIC:	
Bonus AOC:		<input type="checkbox"/> DAOCQ	<input type="checkbox"/> Deployed
Bonus Unit:	<input type="checkbox"/> MTOE/TDA *MED, SOC, CYBER (IAW Applicability Requirements of SRIP FY18)		
Term of Contract:	<input type="checkbox"/> 3 years		
Bonus Amount:	<input type="checkbox"/> \$20,000		
Officers must have completed Commissioning Obligation, and not be currently receiving an incentive for the same: AOC, Unit, Specified Time. Soldier must complete obligation for any previous incentive.			

#### **FOR REQUESTING OFFICIAL ONLY:**

☐ (Check box) I certify that this Soldier meets all eligibility requirements for reenlistment/extension & incentive authorization. Certifying Signature must be an Education Service Officer or State Incentive Manager.

  
\_\_\_\_\_  
Signature

#### **\*Digital Signature only:**

Right Click on signature box. → Click "Sign..." → Enter your name and position (ie. John Doe / Retention Officer). → Click "Sign" button on bottom.

Certifying Official Last 4: \_\_\_\_\_  
Certifying official \_\_\_\_\_  
e-mail address: \_\_\_\_\_

ENCLOSURE 16

AGR SRIP GUIDANCE

1. **General:** This policy prescribes eligibility criteria, procedures, and standards for administering a reenlistment/extension bonus for POSTA compliant 79T production recruiters with an active RSID assigned to a Recruiting and Retention Battalion. The 79T REB is authorized IAW Title 37 U.S.C., Subchapter II and DoDI 1304.31. The ARNG authorizes this incentive in conjunction with Enclosure 6 (ARNG FY19 SRIP MATRIX) and the additional eligibility requirements listed below. Soldiers who qualify for and accept the 79T REB will agree to serve as a production recruiter with an active RSID for 3 years from the contract start date. Soldiers who are moved to another position within those three years will be subject to termination as outlined in this policy. Soldiers serving in a 9993 excess position are not eligible. The State non-privileged user is responsible for ensuring the Soldier is eligible for this incentive.

2. **Eligibility:**

- a. Must be in the grade of E6 or E7.
- b. Must have less than 13 years Active Federal Service (AFS) on contract start date.
- c. Must be MOSQ as a 79T.
- d. Must be assigned to a 79T position as a production recruiter with active RSID.
- e. Must agree to continue to serve as a 79T production recruiter with an active RSID for 3 years based on assignment to a valid 79T position and contract start date.
- f. Must be assigned to a Recruiting & Retention Battalion.
- g. Must not be under any Suspension of Favorable Personnel Actions (SFPA).
- h. Must satisfactorily perform duties as a recruiter per DA Pam 611-21, NGR 601-1, NGR 600-200.
- i. Must have an Expiration Term of Service (ETS) greater than 3 years from the contract start date.
- j. Must be fully POSTA compliant to include having all state and federal screenings complete. Waivers must be approved prior to receiving any payments.
- k. Must not be under any Uniform Code of Military Justice (UCMJ) or State equivalent process (to include Article 15 or courts-martial proceedings).

3. **Method of Payment/Bonus Amount/Term:** The 79T REB will be a three year, \$12K bonus paying \$4K a year each anniversary year for 'satisfactory performance' and will be managed in the

Guard Incentive Management System (GIMS). The initial payment of \$4K will be processed upon contract start and verification in Guard Incentive Management System (GIMS). Second payment of \$4K will be processed upon 1<sup>st</sup> anniversary calculated from contract start date and recorded in GIMS. The third and final payment of \$4K will be processed upon second anniversary calculated from contract start date and record in GIMS.

4. **Agreement/Addendums:** In accordance with Title 10 and Title 37 U.S.C., DoDI 1205.21, and DoDI 1304.31, an applicant/Solder must enter into an agreement outlining the terms and conditions for receiving an incentive/bonus. The agreement will explain the subject of repayment for failing to complete the period of obligated service or other conditions of service for which the incentive/bonus is paid. Agreements will be executed on or prior to any obligated service period and are only valid when containing all required signatures, dates, Bonus Control Numbers (BCN) and printed from authorized systems. The authorized systems for generating addendums is GIMS unless written approval is granted by ARNG-HRM-I. The addendum will include the additional Service Obligation dates and be recommended by the R&R Battalion Commander and approval by the Human Resource Officer (HRO) within each State, Territory and District of Columbia.

5. **Funds and Taxes:** The ability to enter into a contractual agreement for an incentive/bonus or receive payment is based upon the availability of funds; therefore subject to suspension or termination without notice. All incentive/bonuses are subject to state and federal tax codes.

6. **Restrictions:** The REB may not be paid to an enlisted member who has completed more than 20 years of active duty or service in an active status, or who will complete a total of 24 years of service before the end of the period of active duty or active status for which the bonus is offered.

7. **Continued receipt of incentives:** A Soldier may be eligible for continued receipt of incentive(s) when the following condition applies: Soldiers serving in a 79T production recruiting position and promoted to an E8 Section Chief position, maintaining production recruiting status with an active RSID may continue to receive their incentive.

8. **Suspension:** A Soldier who has a suspension of favorable personnel action (flag) initiated per AR 600-8-2 (Suspension of Favorable Personnel Actions (Flags)) or who is POSTA non-compliant due to offenses committed after being fully POSTA screened with approved waivers will not be processed for an initial or anniversary payment. Incentive payment(s) will be processed effective on the date the suspension is lifted, provided the Soldier is eligible. Payment date of original entitlement will not be updated to date of flag removal. Consecutive record APFT failures or failure to meet body fat standards IAW AR 600-9, will result in the termination of incentive.

9. **Termination of incentive:** Incentive eligibility and entitlement will stop for any of the termination reasons listed below. The Soldier will not be eligible to receive any further incentive payments, except for Service performed before the termination date. Termination of an incentive will not affect a Soldier's responsibility to serve their current statutory or contractual Service commitment. The Recruiting commander or authorized representative will initiate termination procedures and inform the State Incentive Manager (IM) when a Soldier is not in compliance with the incentive terms and conditions.

a. **Termination with recoupment:** The conditions under which termination with recoupment of incentives is warranted are prescribed in this paragraph. The effective date of the termination will be the effective date of the action. Termination of eligibility to retain an incentive and recoupment of funds already received will occur, if a Soldier:

(1) Becomes an unsatisfactory participant per AR 135-91. The termination date is the date of the first unexcused absence.

(2) Fails to participate satisfactorily per and DA PAM 611-21, NGR 601-1, NGR 600-200 in required training during the entire period of Service agreed to per the written agreement, unless the failure to participate satisfactorily was due to reasons beyond the control of the member (that is, death, injury, illness, or other impairments).

(3) Receives two consecutive record APFT failures within the contract term. Termination is effective on the date of the second record APFT failure.

(4) Fails to maintain height/weight standards in accordance with AR 600-9, paragraph 3-12.

(5) Transfers out of the Recruiting and Retention Command to an MOS other than 79T with the exception outlined in 8b (5) below. Termination is effective the date of transfer.

b. **Termination without recoupment:** The conditions under which termination without recoupment of incentives is warranted are prescribed in this paragraph. The effective date of the termination will be the effective date of the action. Payments due prior to the effective date will be paid to the Soldier. Payments scheduled after the effective date of the action will be canceled.

(1) Separation due to sole survivorship. Termination effective date is the date of discharge.

(2) Separation from the ARNG or transfer from the designated bonus position because of death, injury, illness, or other impairment that is not the result of misconduct by the Soldier. Termination effective date is the date of discharge.

(3) Recruiting and Retention Battalion (RRB) fails to submit a waiver after being fully POSTA screened both at the state and federal levels IAW ALARACT:188/2014, HQDA EXORD 193-14.

(4) Transfers to fill a non-production 79T position. Termination will be effective the date of transfer.

(5) Soldiers who are mobilized. Termination effective date is the date of transfer/mobilization.

# 79T Reenlistment/Extension Bonus Eligibility Checklist

**SM Last, First, Last Four:** [Click here to enter text.](#)

- ☐ Is Soldier DMOSQ as a 79T? ☐ Yes ☐ No (If No, Bonus is not authorized)
- ☐ Is Soldier currently Title 32 AGR? ☐ Yes ☐ No (If No, Bonus is not authorized)
- ☐ Does the Soldier serve as a production recruiter with an active RSID? ☐ Yes ☐ No (If No, Bonus is not authorized. If Yes State must validate or provide RSID and para/line)
- ☐ Is Soldier in Pay Grade E-6 or E-7? ☐ Yes ☐ No (If No, Bonus is not authorized)
- ☐ Is Soldier's AFS less than 13 years at contract signature date? ☐ Yes ☐ No (Provide: RPAM/RPAS/NGB23) (If No, Bonus is not authorized)
- ☐ Does Soldier have a minimum of 3 years of AGR continuation at contract signature date?
  - ☐ Yes ☐ No (If No, bonus is not authorized until an official AGR order is published)
- ☐ Is Soldier Positions of Significant Trust and Authority (POSTA) compliant?
  - ☐ Yes ☐ No (If Yes, supporting document is required. (If No, Bonus is not authorized)
- ☐ Is Soldier currently under any other SRIP incentive during this period? ☐ Yes ☐ No
- ☐ Is Soldier currently under Suspension of Favorable Personnel Actions (SFPA) flag(s)?
  - ☐ Yes ☐ No (If Yes, Bonus is not authorized)
- ☐ I certify this Soldier meets all eligibility requirements for eligibility on this incentive.  
Certifying Signature must be an Education Service Officer or State Incentives Manager.

**X**

\_\_\_\_\_  
Signature

**\*Digital Signature only:**

National Guard Bureau  
ARNG-HRM-I  
111 South George Mason Dr.  
Arlington, VA 22204-1373

**NGB ONLY**

Request ID #: \_\_\_\_\_

## **79T REENLISTMENT/EXTENSION INCENTIVE REQUEST FORM**

Request Date: Enter Date. \_\_\_\_\_

### **Soldier Information:**

Name (Last, First, Middle):		Click here to enter text.			
Last 4 & DoDID:		Click here to enter text. Enter # of days.			
Current Pay Grade:	Click here to enter text.	Current AFS:	Click here to enter text.	Current Position Para/line:	Click here to enter text.

### **Contract Information:**

State:	Click here to enter text.	Parent UIC:	Click here to enter text.		
Bonus MOS:	Click here to enter text.	<input type="checkbox"/> DMOSQ	RSID:		
Term of Contract:		<input type="checkbox"/> 3 years	POSTA:	Click here to enter text.	
Bonus Amount:		<input type="checkbox"/> \$12,000	SFPA:	Click here to enter text.	
Name of R&R Battalion Commander Witnessing Official					
Name of State HRO (O6) Witnessing Official					

### **FOR REQUESTING OFFICIAL ONLY:**

☐ (Check box) I certify that this Soldier meets all eligibility requirements for reenlistment/extension & incentive authorization. Certifying Signature must be an Education Service Officer or State Incentive Manager.

**\*Digital Signature only:**

**X**

\_\_\_\_\_  
Signature

Certifying Official Last 4:

Click here to enter text.  
\_\_\_\_\_

Certifying Official UIC:

Click here to enter text.  
\_\_\_\_\_

Certifying official  
e-mail address:

Click here to enter e-mail address.  
\_\_\_\_\_

GLOSSARY

ACRONYMS AND ABBREVIATIONS

**AA**

Active Army

**ABCMR**

Army Board for Correction of Military Records

**ACR**

Administrative Correction Request

**ADT**

Active Duty for Training

**ADOS**

Active Duty Operational Support

**AFQT**

Armed Forces Qualification Test

**AGR**

Active Guard Reserve

**AIT**

Advanced Individual Training

**AMHRR**

Army Military Human Resource Record

**AMSCO**

Army Management Structure Code

**AOC**

Area of Concentration

**AR**

Army Regulation

**ARNG**

Army National Guard

**ARNG-CSG**

Office of the Chief Surgeon

**ARNG-HRH**

G1 - Personnel Policy Division

**ARNG-HRP**

G1 - Personnel Division

**ATRRS**

Army Training Resources and Requirement System

**AUS**

Army of the United States

**AUVS**

Automated Unit Vacancy System

**BCC**

Battalion Career Counselor

**BCN**

Bonus Control Number

**BCT**

Basic Combat Training

**CASP**

Civilian Acquired Skills Program

**CLRP**

Chaplain Loan Repayment Program

**CMS**

Case Management System

**CN**

Control Number

**CNGB**

Chief, National Guard Bureau

**CZTE**

Combat Zone Tax Exclusion

**CS**

Critical Skill

**DA**

Department of Army

**DAO**

Departmental Accountable Official

**DARNG**

Director, Army National Guard

**DAT**

Drug and Alcohol Test

**DAQ**

Departmental Accountable Official

**DCS**

Deputy Chief of Staff

**DEP**

Delayed Entry Program

**DFAS**

Defense Finance and Accounting Service

**DJMS-RC**

Defense Joint Military System Reserve Component

**DMOSQ**

Duty Military Occupational Skill Qualified

**DOD**

Department of Defense

**DVA**

Department of Veterans Affairs

**EIOM**

Education and Incentive Operational Message

**EAB**

Enlisted Affiliation Bonus

**ETS**

Expiration Term of Service

**ERB**

Enlisted Record Brief

**FRB**

Federal Recognition Board

**FedRec**

Federal Recognition

**FRU**

Focused Readiness Units

**FY**

Fiscal Year

**GCRc**

Guidance Counselor Resource Center

**GED**

General Education Development (test)

**GIBST**

Army National Guard GI Bill Support Team

**GIMS**

Guard Incentive Management System

**GNPS**

Glossary Non-Prior Service

**HRC**

U.S. Army Human Resources Command

**HQDA**

Headquarters, Department of the Army

**IADT**

Initial Active Duty Training

**IDT**

Individual Duty for Training

**IM**

Incentive Manager

**IMAs**

Individual Mobilization Augmentees

**iMARC**

Incentive Management and Reporting Center

**ING**

Inactive National Guard

**IST**

ARNG Incentive Support Team

**IRR**

Individual Ready Reserve

**ITAPDB**

Total Army Personnel Database

**JFHQ**

Joint Forces Headquarters

**LIC**

Language Identifier Code

**LRP**

Loan Repayment Program

**MDSSP**

Medical Dental Student Stipend Program

**MEPS**

Military Entrance Processing Station

**MEPS GC**

Military Entrance Processing Station Guidance Counselor

**MGIB-AD**

Montgomery GI Bill - Active Duty. (Title 38 USC, Chapter 30)

**MGIB-SR**

Montgomery GI Bill – Selected Reserve (Title 10 USC, Chapter 1606)

**MILED**

Military Education

**MILPO**

Military Personnel Office

**Mil Tech**

Military Technician

**MMPA**

Master Military Pay Acct

**MPMO**

State Military Personnel Management Office

**MOS**

Military Occupational Specialty

**MOSC**

Military Occupational Specialty Code

**MOSCB**

Military Occupational Specialty Code

**MRD**

Mandatory Release Date

**MTOE**

Modified Table of Organization and Equipment

**MUTA**

Multiple Unit Training Assembly

**NAC**

National Agency Check

**NARA**

National Archives and Records Administration

**NCOER**

Noncommissioned Evaluation Report

**NCOIC**

Noncommissioned Officer in Charge

**NGB**

National Guard Bureau

**NGR**

National Guard Regulation

**NPS**

Non Prior Service

**NPSEB**

Non Prior Service Enlistment Bonus

**OAB**

Officer Accession Bonus

**OAFB**

Officer Affiliation Bonus

**OER**

Officer Evaluation Report

**OIC**

Officer-in-Charge

**OMPF**

Official Military Personnel File (obsolete term) – see AMHRR

**OPM**

Officer Personnel Manager

**OPMS**

Officer Personnel Management System

**ORB**

Officer Record Brief

**OSM**

Officer Strength Manager

**PEBD**

Pay Entry Base Date

**PED**

Promotion Eligibility Date

**PME**

Professional Military Education

**PMOS**

Primary Military Occupational Specialty

**PS**

Prior Service

**PSEB**

Prior Service Enlistment Bonus

**RA**

Regular Army

**RC**

Reserve Component

**RCCC**

Reserve Component Career Counselor

**RCMS**

Reserve Component Management System

**REB**

Reenlistment/Extension Bonus

**RECSTA**

Reception Station

**REFRAD**

Release from Active Duty

**REQUEST**

Recruit Quota System

**RFP**

Recruit Force Pool

**ROTC**

Reserve Officers Training Corps

**RPAM**

Retirement Points Accounting Management

**RPAS**

Retirement Point Accounting System

**RRC**

Recruiting and Retention Command

**RSID**

Recruiting Station Identification

**RSP**

Recruit Sustainment Program

**S3**

Recruiting Operations

**SA**

Secretary of the Army

**SAV**

Staff Assistance Visits

**SELRES**

Selected Reserve

**SFAB**

Security Force Assistance Brigade

**SIDPERS**

Standard Instillation and Division Personnel Reporting System

**SLRP**

Student Loan Repayment Program

**SMP**

Simultaneous Membership Program

**SQI**

Special Qualification Identifiers

**SRIP**

Selected Reserve Incentive Programs

**SSN**

Social Security Number

**STO**

Split Training Option

**STO1**

Basic Training

**STO2**

Advanced Individual Training

**TAG**

The Adjutant General

**TAPDB-G**

Total Army Personnel Data Base Guard

**TASO**

Terminal Area Security Officer

**TDA**

Table of Distribution and Allowances

**TIG**

Time in Grade

**TPU**

Troop Program Unit (USAR)

**TRADOC**

Training and Doctrine Command

**TSC**

Test Score Category

**UIC**

Unit Identification Code

**USAR**

United States Army Reserve

**USAREC**

United States Army Recruiting Command

**USC**

United States Code

**USPFO**

United States Property and Fiscal Office

**USR**

Unit Status Reports

**WOCS**

Warrant Officer Candidate School