



## NATIONAL GUARD BUREAU

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ARNG-HRZ (RN 135-7a)

04 October 2023

MEMORANDUM FOR The Adjutants General of All States, Territories, and  
Commanding General of the District of Columbia

SUBJECT: The Army National Guard (ARNG) Selected Reserve Incentive Program  
(SRIP) Policy for Fiscal Year (FY) 2024, (ARNG-HRZ Policy #24-01)

1. REFERENCES. See Enclosure 1
2. PURPOSE. The FY24 ARNG SRIP Policy is effective 1 October 2023 and will expire when rescinded or superseded. The yearly SRIP policy assists leadership in achieving end strength objectives. It provides recruiting and retention incentives to assist in filling critical shortages in situations where other less costly methods have proven inadequate in supporting unit and skill staffing requirements.
3. POLICY. This policy prescribes standards for administering the ARNG SRIP for FY24. This policy in conjunction with National Guard Regulation (NGR) 600-7 supersedes all previous SRIP policies, guidance, instruction, and Education Incentive Operational Messages (EIOMs), unless otherwise stated. For eligibility requirements and policies on ARNG education benefits, including the Montgomery GI Bill – Selected Reserve Kicker, refer to the ARNG Voluntary Education (VOLED) Policy.
4. RESPONSIBILITY. See Enclosure 2.
5. PROCEDURES. See Enclosure 3.
6. RELEASABILITY. Unlimited. This policy is approved for public release and is available in the Guard Incentive Management System (GIMS) module within StrengthNet: <https://smms.ngb.army.mil>.

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ENCLOSURE 1: REFERENCES

1. National Defense Authorization Act for Fiscal Year 2023, Title VI, Subtitle B-Bonuses and Incentive Pays
2. United States Code (USC) Title 10, Subtitle E, Part IV, Chapter 1606, Educational Assistance for Members of the Selected Reserve
3. USC Title 10, Subtitle E, Part IV, Chapter 1609, Education Loan Repayment Program
4. USC Title 32, Chapter 3, Personnel
5. USC Title 37, Chapter 5, Subchapter I, Existing Special Pay, Incentive Pay, and Bonus Authorities
6. USC Title 37, Chapter 5, Subchapter II, Consolidation of Special Pay, Incentive Pay, and Bonus Authorities
7. DoD Financial Management Regulation (DODFMR) 7000.14-R, Volume 7A, (Military Pay Policy-Active Duty and Reserve Pay)
8. DoD FMR 7000.14-R, Volume 7A, Chapter 2, (Repayment of Unearned Portion of Bonuses and Other Benefits)
9. DoD Instruction 1205.07 (Service Credit for Non-Regular Retirement)
10. DoD Instruction 1304.31 (Enlisted Bonus Program)
11. DoD Instruction 1304.34 (General Bonus Authority for Officers)
12. DoD Instruction 1304.36 (Education Loan Repayment Program)
13. AR 621-202 (Army Educational Incentives and Entitlements)
14. AR 601-210 (Regular Army and Reserve Components Enlistment Program)
15. AR 600-8-2 (Suspension of Favorable Personnel Actions (Flags))
16. AR 135-200 (Active Duty for Missions, Projects, and Training for Reserve Component Soldiers)
17. Department of the Army Pamphlet (DA PAM) 600-3 (Officer Professional Development and Career Management)
18. National Guard Regulation (NGR) 600-7 (Selected Reserve Incentive Programs)

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19. ARNG IPPS-A Personnel Policy Guidance, November 20, 2020
20. National Guard Bureau, ARNG-HRH Policy Memorandum (PPOM 15-039, Clarification of Initial Entry Training Requirements to meet Deployment Eligibility Criteria), December 23, 2015
21. National Guard Bureau, ARNG-HRH Policy Memorandum (PPOM 20-035, Temporary Guidance for the Army National Guard Extension/Reenlistment Policy During the Coronavirus (COVID-19) Outbreak), September 14, 2020
22. National Guard Bureau, ARNG-HRZ Policy Memorandum (FY24 Army National Guard (ARNG) Voluntary Education (VOLED) Policy #24-01)
23. National Guard Bureau, ARNG-HRM-I Memorandum, (Incentive Guidance for Suspension of Favorable Personnel Actions (SFPA) resolved as 'Unfavorable' or 'Other') October 18, 2021
24. Army Board for Corrections of Military Records, AR 12-185

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ENCLOSURE 2: RESPONSIBILITY

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ENCLOSURE 3: PROCEDURES

1. GENERAL

a. Incentives are a tool where other less costly methods have proven inadequate in supporting unit and skill staffing requirements. This policy, in conjunction with Army Regulation (AR) 601-210, AR 621-202 and National Guard Regulation (NGR) 600-7, prescribes eligibility criteria, procedures, and standards for administering the annual ARNG SRIP Policy for FY24. This policy supersedes all previous SRIP policies, guidance, instructions, and Education Incentive Operation Messages (EIOMs), unless otherwise stated.

b. Reenlistments and extensions will be performed in accordance with (IAW) NGR 600-200, Chapter 8, Reenlistment/Extension policy, unless specified within the eligibility criteria of each Reenlistment/Extension Bonus (REB) incentive type. Incentives are subject to suspension at any time and any updates or changes to this policy will be published in an EIOM. Although the ARNG attempts to list all eligibility requirements within the SRIP policy, additional requirements are detailed in NGR 600-7. Direct any discrepancies to the Operations Division, Incentives Oversight Branch (ARNG-HRM-I) for disposition or additional instructions. Units, ARNG Military Entrance Processing Station (MEPS) Guidance Counselors, and Reserve Component Career Counselors are responsible for ensuring potential recipients meet all eligibility criteria prior to offering any incentive which would create a fiscal obligation to the ARNG. The authorized forms of signature are the common access card (CAC), electronic signature pad performed at MEPS and or a wet signature during the manual addendum process from AC to RC. This policy, all active EIOMs, and previous policies are posted in the GKN Portal here: [ARNG G1 Operations Division - Documents - All Documents \(sharepoint-mil.us\)](#).

2. APPLICABILITY

a. The policy applies 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) (Exception 79T AGR) or Dual Status Military Technicians (DSMTs) per AR 601-210.

b. All individuals that may qualify for an incentive and accessing into the ARNG will process through the Recruiting and MEPS systems applications, meet all eligibility requirements for each incentive and contain all signatures and dates the same. (Exceptions: Soldiers transitioning from: Active Duty (AD) to the ARNG, and current ARNG Soldiers serving in an active status do not process through MEPS system applications. The Marine to ARNG shall process through REQUEST for vacancy reservations).

c. Current ARNG Service members assigned to Modified Table of Organization and Equipment (MTOE) units, Medical Table of Distribution and Allowances (TDA) units, and specialty units (Special Forces and Cyber) will be processed IAW the eligibility

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requirements addressed in Enclosure 4 for each specific incentive. Applicants enlisting into the ARNG must also access into the same authorized units as current service members noted above.

d. An officer or enlisted member is not eligible for an incentive if the individual was previously discharged or released from any period of active duty or military service based on a determination of misconduct, substandard duty performance (includes failure of Height (HT)/Weight (WT) and Army Physical Fitness Test (APFT)/Army Combat Fitness Test (ACFT), or moral or professional dereliction.

e. ARNG Soldiers who were fully eligible for extension at the time of separation and within 365 days of the last ARNG discharge date are not authorized incentives.

f. Individuals enlisting under the 09C Program managed by the ARNG Strength Maintenance Division (ARNG-HRR) may qualify for an incentive after completion of English as a Second Language training, achieving the required Armed Services Vocational Aptitude Battery (ASVAB) score and meeting all other eligibility requirements specific to the incentive. Note: Off Peak Bonus not authorized.

g. Soldiers categorized as 09M or on AD under enlistment Option 26 are not authorized incentives.

### 3. REQUIREMENTS

a. System Access: One of the management tools critical for administering the ARNG SRIP is the Guard Incentive Management System (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 training as a condition of access and thereafter must complete annual IA refresher awareness training. 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. It is also recommended that State Incentive Managers obtain "read-only" access in Defense Joint Military Pay System (DJMS) for incentive establishment and pay monitoring.

b. Privileged Level Training Requirements: The training courses below meet the requirements for privileged level access to GIMS. While the Comptrollers 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 (USPFO) led will be accepted for meeting the revalidation requirement. The Comptrollers Accreditation and FL course certificate is only valid for three years. If it has been three 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.



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(1) Comptrollers Accreditation and FL course, Distributed Learning (DL). Length: 40 hours//Self-paced. Enrollment and training information: [Blackboard Learn \(army.mil\)](#).

(2) DD Form 2875 (System Authorization Access Request).

(3) Incentive Manager (IM) Course, Resident. Length: 40 hours/5 days. Enrollment and training information: [ATRRS Course Catalog \(army.mil\)](#). Training is located at the Professional Education Center, Camp Robinson, North Little Rock, Arkansas.

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

d. ARNG recommends each State send one State IM (Primary or Alternate) or Education Services Officer (ESO) to the Advanced IM Course annually. Personnel must have completed the IM Resident Course and be in position at least six 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 may their GIMS access rights suspended. 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/her State. State Incentive Managers will continue to monitor and coordinate with ARNG HRM-I for published training dates. ARNG HRM-I will not audit training requirements when dates are not available in the FY.

e. GIMS Annual Recertification requires State IM's/ESOs to provide the IM resident course completion certificate (if submitting an initial request), DD Form 2875, and FL certificate as listed in 3.b. above.

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1. The Non-prior Service Enlistment Bonus (NPSEB).

a. To qualify, an applicant:

(1) Must contract for a Military Occupational Specialty (MOS) listed on the State Top Five Critical Skill (CS)/Low Density MOS list.

(2) ASVAB Test Score Category (TSC) I-III A

(3) Must meet/possess Education Level Tier 1

(4) Skill Level 1 (grade E-1 – E-4)

(5) who enlists in the 09C Program

may be eligible upon successful completion of the English-Speaking Language (ESL) program. Individuals who retested for the ASVAB and are also eligible. All other eligibility requirements for an incentive must also be met.

b. Not authorized: Individuals categorized as Glossary Non-prior Service (NPS), in Recruit Force Pool, access in 09R, 09S, 09W Enlistment Options, and receiving the Student Loan Repayment Program (SLRP). (Note: SLRP may be combined with Off Peak).

c. Amounts and How Paid:

(1) NPSEB \$20K (Priority 1 Military Occupational Specialty (MOS)).

(a) Minimum six-year commitment

(b) Payments are issued in installments

(Initial 50% upon award of MOS and completion of first IDT, and an equal disbursed amount from the remaining 50% on the anniversary date of MOSQ for each year meeting satisfactory performance and readiness requirements. A Soldier may be excluded from receipt of any annual payment without resumption for non-satisfactory participation. (REQUEST Code NPS20K6YP)

d. Combination: The NPSEB may be offered in conjunction with the Montgomery GI Bill Selected Reserve (MGIB-SR) Kicker.

2. Non-Prior Service Off-Peak Bonus (OP)

a. To qualify, an applicant:

(1) Minimum three-year commitment

(2) ASVAB TSC I-II B

(3) Must meet/possess Education Level Tier 1

(4) Skill Level 1 (grade E-1 – E-4)

(5) Must have Reception Station (RECSTA) date of 1 October through 15 May within the same fiscal year as Date of Enlistment (DOE). Payment is processed as lump sum upon award of MOS and completion of first IDT. (Note: Only for standard training reservations. (REQUEST Code OFFPK7.5K)

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b. Not authorized: Individuals categorized as Prior Service, Glossary Non-prior Service (NPS), in Recruit Force Pool, access in 09C, 09R, 09S, and 09W Enlistment Options.

c. Combination: The Off-Peak bonus may be offered in conjunction with the Montgomery GI Bill Selected Reserve (MGIB-SR) Kicker.

3. The Prior-Service Enlistment Bonus (PSEB)

a. PSEB Duty Military Occupational Specialty Qualified (DMOSQ) \$20K. Minimum six-year commitment, pay grade E-3 through E-7, all prior service periods served under Honorable conditions (General under Honorable conditions ineligible), less than 16 years total military service on DOE and never previously received this bonus type. Payments are in two installments (initial 50% upon MOS award verification and completing their first Inactive Duty Training (IDT) and 50% on fourth anniversary of date of enlistment). Note: Soldiers previously awarded an Army MOS and only require Basic Combat Training (BCT) (due to extended break in service) are considered DMOSQ; however, may not receive payment until completion of BCT. BCT must be completed within 12 months of the DOE. (REQUEST code PS20K6YR)

b. PSEB DMOSQ \$5K. Minimum three-year commitment, pay grade E-3 through E-7, all prior service periods served under Honorable conditions (General under Honorable conditions ineligible), less than 16 years total military service on DOE and never previously received this bonus type. Payment is processed in a lump sum upon award of MOS award verification and completing their first IDT. Note: Soldiers previously awarded an Army MOS and only require Basic Combat Training (BCT) (due to extended break in service) are considered DMOSQ; however, may not receive payment until completion of BCT. BCT must be completed within 12 months of the DOE. (REQUEST Code PS5K3YR)

c. PSEB Non-DMOSQ \$7.5K. Minimum six-year commitment, pay grade E-3 through E-7, all prior service periods served under Honorable conditions (General under Honorable conditions ineligible), less than 16 years total military service on DOE, have the authorized MOS line scores and never previously received this bonus type. Payments are in two installments (initial 50% paid upon award of MOS (must be completed within 24 months of DOE) and 50% on fourth anniversary established by DOE). (See Glossary: PS Non-DMOSQ) (REQUEST Code PS7.5K6YR)

Note: A Soldier who completed Initial Active-Duty Training (IADT) with an uncharacterized discharge may not be disqualified for the incentive.

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d. Not authorized:

(1) Individuals previously discharged or released from active duty or active military service based on a determination of misconduct, substandard duty performance (includes failure of HT/WT and APFT/ACFT), or moral or professional dereliction.

(2) Soldiers whose last separation period was from Active Duty (not AGR or mobilized under Title 10/Title 32 orders) and processing through the transition office or from the Individual Ready Reserve (IRR) after release from Active Duty as last discharge. (See Affiliation Bonus)

(3) Prior-service applicants who do not have a direct military conversion IAW AR 611-21 are considered non-DMOSQ. Determination of MOS conversion must be completed prior to accession to be offered a bonus or incentive.

(4) Individuals in an active Selected Reserve (SELRES) status requesting a conditional release on DD Form 368 (Request for Conditional Release).

(5) Non-DMOSQ Soldiers applying for Special Forces.

(6) Soldiers who previously received this bonus.

(7) SLRP recipients

e. Combination: May be combined with the MGIB-SR Kicker. See Voluntary Education (VOLED) Policy for MGIB-SR Kicker eligibility requirements.

4. The Enlisted Affiliation Bonus (EAB) may be offered as one of the following:

a. EAB DMOSQ \$20K. (For prior service Soldier who has last discharge period from AD with direct transfer to and currently in the IRR) Minimum six-year commitment, pay grade E-3 through E-7, characterization of all previous service periods must reflect an Honorable discharge (General under Honorable conditions ineligible), less than 16 years total military service on contract start date, and contract for MOS on State Top Five CS/Low Density MOS or EAB list. Additionally, all criteria for this incentive type as outlined in AR 601-210, para 10-16a must be met. Payments are issued in two installments: (initial 50% processed upon being reported as being DMOSQ in GIMS and Soldier has completed their first IDT and 50% processed on the fourth anniversary calculated from the contract start date) (REQUEST Code EAB20K6YQ)

b. EAB DMOSQ \$5K. (For prior service Soldier who has last discharge period from AD with direct transfer to and currently in the IRR) Minimum three-year commitment, pay grade E-3 through E-7, all prior service periods served under Honorable conditions

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(General under Honorable conditions ineligible), less than 16 years total military service on contract start date, contract for MOS on State Top Five CS/Low Density MOS list or EAB list IAW AR 601-210, paragraph 10-16a. Payment is processed lump sum upon being recorded as DMOSQ in GIMS and Soldier has completed their first IDT. (REQUEST Code EAB5K3YQ)

c. EAB Non-DMOSQ \$12.5K. (Last discharge period from AD with direct transfer and currently in the IRR) Minimum six-year commitment, pay grade E-3 through E-7, all prior service periods served under Honorable conditions (General under Honorable conditions ineligible), less than 16 years total military service on contract start date, and contract for MOS on State Top Five CS/Low Density MOS or EAB list. Additionally, all criteria for this incentive type as outlined in AR 601-210, para 10-16a must be met. Payment is processed lump sum upon being recorded as DMOSQ in GIMS and Soldier has completed their first IDT. Soldier must complete contracted MOS training within 24 months of the contract start date. (REQUEST Code EAB12.5K6N)

d. EAB DMOSQ \$20K (AC to RC / RCCC only). Minimum three-year commitment, pay grade E-3 through E-7, all prior service periods served under Honorable conditions (General under Honorable conditions ineligible), less than 16 years total military service on contract start date, contract for MOS 18 series or 17C. Additionally, all criteria for this incentive type as outlined in AR 601-210, para 10-16a must be met. Payment is processed lump sum upon being recorded as DMOSQ in GIMS and Soldier has completed their first IDT.

e. EAB Non-DMOSQ \$20K (AC to RC / RCCC only). Minimum six-year commitment, pay grade E-3 through E-7, all prior service periods served under Honorable conditions (General under Honorable conditions ineligible), less than 16 years total military service on contract start date, contract for MOS 18 series or 17C. Additionally, all criteria for this incentive type as outlined in AR 601-210, para 10-16a must be met. Payment is processed lump sum upon being recorded as DMOSQ in GIMS and Soldier has completed their first IDT. Soldier must complete contracted MOS training within 24 months of the contract start date.

f. EAB DMOSQ \$15K (AC to RC / RCCC only). Minimum three-year commitment, pay grade E-3 through E-7, all prior service periods served under Honorable conditions (General under Honorable conditions ineligible), less than 16 years total military service on contract start date, contract for MOS on State Top Five CS/Low Density MOS list or EAB list. (Excludes National MOS 18 series and 17C) Additionally, all criteria for this incentive type as outlined in AR 601-210, para 10-16a must be met. Payment is processed lump sum upon being recorded as DMOSQ in GIMS and Soldier has completed their first IDT.

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g. EAB Non-DMOSQ \$15K (AC to RC / RCCC only). Minimum six-year commitment, pay grade E-3 through E-7, all prior service periods served under Honorable conditions (General under Honorable conditions ineligible), less than 16 years total military service on contract start date, contract for MOS on State Top Five CS/Low Density MOS list or EAB list. (Excludes National MOS 18 series and 17C)

Additionally, all criteria for this incentive type as outlined in AR 601-210, para 10-16a must be met. Payment is processed lump sum upon being recorded as DMOSQ in GIMS and Soldier has completed their first IDT. Soldier must complete contracted MOS training within 24 months of the contract start date.

Note: Exception: A Soldier who completed Initial Active-Duty Training (IADT) with an uncharacterized discharge may not be disqualified for the incentive.

h. Not authorized:

(1) Individuals not having last period of service from Active duty or Active duty without assignment to IRR. (See PSEB)

(2) Soldiers in a Reserve Component who are mobilized.

i. Combination: May be offered in conjunction with the SLRP and MGIB-SR Kicker. See VOLED policy for the MGIB-SR Kicker for eligibility. The MGIB-SR Kicker or SLRP must contract for a minimum 6-year term.

5. The Reenlistment/Extension Bonus (REB) may be offered as one of the following:

a. REB \$20K. Minimum six-year commitment, DMOSQ, pay grade E-3 through E-7, no greater than 13 years and one month time in service (TIS) on contract start date. Payment is processed lump sum upon contract start date.

b. REB \$12K. Minimum four-year commitment, DMOSQ, pay grade E-3 through E-7, no greater than 13 years and one-month TIS on contract start date. Payment is processed lump sum upon contract start date.

c. REB \$5K. Minimum two-year commitment, DMOSQ, pay grade E-3 through E-7, no greater than 13 years and one-month TIS on contract start date. Payment is processed in a lump sum upon contract start date.

d. REB \$12K Special Forces (18B, 18C, 18D, 18E, 18F, 18Z). Minimum four-year commitment, DMOSQ, pay grade E5 through E8, less than 15 years TIS on contract start date. Payment is processed in a lump sum upon contract start date.

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e. REB \$20K Special Forces, (18B, 18C, 18D, 18E, 18F, 18Z). Minimum six-year commitment, DMOSQ, pay grade E5 through E8, less than 15 years TIS on contract start date. Payment is processed in a lump sum upon contract start date.

f. Not authorized:

(1) Soldiers who are not eligible for reenlistment/extension or immediate reenlistment IAW NGR 600-200, Chapter 8, Table 8-1, Rule A or B.

(2) Soldiers who are non-DMOSQ, unless due to unit deactivation, unit relocation, unit transition, or cross-leveled for deployment.

(3) Special Forces Soldiers who, after contracting, are promoted to SGM/E-9 prior to REB contract start date.

g. Combination: May be offered in conjunction with the SLRP and MGIB-SR Kicker. See VOLED policy for MGIB- SR Kicker eligibility requirements. The MGIB-SR Kicker or SLRP must contract for a minimum 6-year term.

6. MOS CONVERSION BONUS (MOSCB) \$10K. Minimum three-year commitment (term begins when the MOS is awarded). Individual cannot be serving on their initial service incentive agreement or receiving a retention bonus (unless REB retained while in excess position). Individual must complete a memorandum of agreement, be in the pay grade E-6 or below with no more than 12 years of service on the contract start date, be currently serving in an excess position, but not those Soldiers retaining an incentive based on the authorized excess/overstrength guidance, and voluntarily or involuntarily transfer to a valid vacant position in an MOS that is less than 90% filled at the State level. Payment is lump sum upon award of MOS and recorded in GIMS. (See Enclosure 6 for Application Processing). Exception are Soldiers not in excess, not currently receiving an incentive and meet the other listed criteria above and agree to reclassify into a low-density MOS of an authorized bonus eligible unit.

7. The OFFICER/WARRANT OFFICER ACCESSION BONUS (OAB/WOAB) may be authorized as follows: (Suspended)

a. OAB \$10K, six years, newly commissioned, never previously held a commission and not receiving retired or retainer pay or be eligible for retirement. Is not or have ever received financial assistance through the loan repayment program IAW Sections 16201, 16301, 16302, or 16303 of Title 10 United States Code (USC). Access in grade O-1 or O-2 and fill a critical skill area of concentration (AOC) based on less than 90% of their respective State's aggregate positions. Must have fewer than 15 years of qualifying military service towards a non-regular retirement IAW DoDI 1215.07, and complete Basic Officer Leaders Course (BOLC) within 24 months from the date of commission.

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Note: Exception to grade for Judge Advocate (27A) and Chaplain (56A). Chaplain candidates (56X) are not eligible but may become eligible upon commission. Payment is processed in a lump sum upon completing BOLC.

b. WOAB \$20K, six years, appointed warrant officer, never previously held an appointment and not receiving retired, or retainer pay or be eligible for retirement. Is not or have ever received financial assistance through the loan repayment program IAW Sections 16201, 16301, 16302, or 16303 of Title 10 USC Access in grade WO-1 or WO-2 and fill a critical skill MOS based on less than 90% of their State's aggregate positions. Must have fewer than 15 years of qualifying military service towards a non-regular retirement IAW DoDI 1215.07 and complete the Warrant Officer Basic Course (WOBC) within 24 months from the date of appointment. Payment is processed in installments upon completing WOBC (initial 50% upon reporting unit DMOSQ, 50% fourth anniversary calculated from appointment date).

c. Not Authorized: Officer who has received an accession bonus during their career; officer who is reappointed in a military service after resignation or termination of a commission or appointment from an earlier period of military service. Officers may not receive an accession bonus and a transfer bonus for the same period of military service or an accession bonus and an affiliation bonus for the same period of military service.

d. Combination: NA

8. The OFFICER/WARRANT OFFICER AFFILIATION BONUS (OAFB/WOAFB) may be offered as follows: (Suspended)

a. OAFB \$10K. Minimum three-year commitment for Duty Area of Concentration Qualified (DAOCQ) officers, or six-year commitment for non-DAOCQ officers. Affiliates from the Active component (not IRR), pay grade O-2 through O-4 in a critical skill AOC based on less than 90% State aggregate fill. Must have fewer than 15 years of qualifying military service towards a non-regular retirement IAW DoDI 1215.07 and received an Honorable discharge from all prior periods of service. Payment for the three-year \$10K DAOCQ is processed in a lump sum upon being reported DAOCQ in GIMS. Payment for the six-year \$10K non-DAOCQ is issued in two installments (initial 50% processed upon becoming DAOCQ within 24 months from the contract start date and 50% processed upon the fourth anniversary calculated from the contract start date).

b. WOAFB \$10K. Minimum three-year commitment for DMOSQ WOs, or six-year commitment for non-DMOSQ WOs. Affiliates from the Active component (not IRR), pay grade CW2 through CW4 in a critical skill MOS based on less than 90% State aggregate, have fewer than 15 years of qualifying military service towards a regular or non-regular retirement IAW DoDI 1215.07, and received Honorable discharge from all prior periods of service. Payment for the three-year \$10K DMOSQ is processed in a



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lump sum upon being reported DMOSQ in GIMS. Payment for the six-year \$10K non-DMOSQ is issued in two installments (initial 50% processed upon becoming DMOSQ within 24 months from the contract start date and 50% processed upon the fourth anniversary calculated from the contract start date).

c. Not Authorized: Any two-time non-select officer; or 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.

d. Combination: Not authorized SLRP or Chaplain Loan Repayment

9. OFFICER/WARRANT OFFICER RETENTION BONUS (ORB/WORB) may be offered as follows: (Officer Retention Bonus (ORB) (Suspended))

a. ORB/WORB DMOSQ \$20K (Suspended). Must have completed commissioning obligation and agree to an additional three-year service obligation, qualified in AOC/MOS on ARNG Officer/Warrant Officer Retention list, have less than 16 years of qualifying military service towards a non-regular retirement IAW DoDI 1215.07. Must not be receiving retired or retainer pay or be eligible for retirement. Payment is processed in two installments (initial 50% upon recorded as DMOSQ in GIMS and 50% processed upon the 2nd anniversary calculated from the date of entitlement.)

Note: ARNG Officer/Warrant List will be reviewed during the ARNG SRIP mid-year review, any update will be published in an EIOM. (Applicable to paragraph 8.a. of this policy)

b. Special Forces Warrant Officer Retention Bonus \$40K (Suspended). Minimum six-year commitment, DMOSQ in MOS 180A, and meet the remaining eligibility requirements IAW Officer/Warrant Officer Retention Bonus paragraph 8.a. of this policy. Payment is processed in four equal installments of \$10,000 with the initial payment processed on the contract signature date and recorded in GIMS. The three subsequent payments will be on each anniversary established by the contract signature date.

c. Not Authorized: Any officer having been a two-time non-selectee for promotion, or 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.

d. Combination: N/A

10. STUDENT LOAN REPAYMENT PROGRAM (SLRP) may be offered as follows:

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a. Non-prior Service up to \$50K (inclusive of interest). Minimum six-year commitment in an active status, Skill Level 1, ASVAB TSC I-III A, and Education Tier Level 1. (Note: Glossary Non-prior Service (not authorized). Must have authorized pre-existing eligible loans listed on the NSLDS documents with a print date no greater than 30 days prior to date of enlistment.

b. Prior Service up to \$50K (inclusive of interest). Minimum six-year commitment, must be DMOSQ, pay grade up to E7, less than 16 years of service at time of contracting, and all prior service periods served under Honorable conditions (General under Honorable conditions ineligible). Must have authorized pre-existing eligible loans listed on the NSLDS documents with a print date no greater than 30 days prior to date of enlistment. Individuals 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 are not authorized.

c. Current ARNG Soldier up to \$50K (inclusive of interest). Minimum six-year extension in an active status within 365 days of the expiration term of service, DMOSQ, pay grade E-3 through E-7, and less than 16 years of service on contract start date. Must have authorized pre-existing loans listed on the NSLDS documents with a print date no greater than 30 days prior to date of reenlistment/extension.

d. 09S (NPS/PS) up to \$50K. Must have a minimum of 90 semester hours listed on official transcripts or have a bachelor's degree or higher. Must have authorized pre-existing eligible loans listed on the NSLDS documents with a print date no greater than 30 days prior to date of enlistment. Loans: Individual must have pre-existing eligible Federal loans IAW Title 10 USC 16301 to be eligible. Soldiers may add eligible loan(s) during their contractual agreement. A repayment is authorized only when the authorized cap of the SLRP is available; loans in a default status prior to contracting are never eligible. 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 amount are only authorized that amount. Any loan that is not requested for repayment within the entitlement year will not have interest as it will be included in the preceding year principal balance. Soldiers may add eligible(s) loans during their contractual agreement if the SLRP is issued during this ARNG SRIP policy period. **(Excludes private and parent loans)**

Payment: If the Soldier is eligible for a repayment, Commanders will process repayment requests within 30 days from the date of entitlement. The portion or amount of a loan(s) that may be repaid is 15% or \$1,000.00, whichever is greater, for each year of satisfactory service, plus interest accrued during the current year with an annual repayment cap of \$8,333.33. All repayments are made to the lending institution and NOT to the Soldier. Repayments inclusive of interest will be no greater than the initial

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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 amount are only authorized that amount. Any loan that is not requested for repayment within the entitlement year will not have interest as it will be included in the preceding year principal balance. (See Enclosure #7 for processing instructions). The annual repayment cap is established to fulfill the complete service obligation in return of the benefit.

11. CHAPLAIN LOAN REPAYMENT PROGRAM (CLRP)

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

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 \$20K 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.

12. 79T AGR Reenlistment/Extension Bonus \$4.5K

a. General: Active 79T (directly responsible for recruiting personnel to the ARNG with an assigned mission), serving in a 79T or 00F34 duty position with an active RSID, pay grade E-6 and E-7, less than 13 years of Active Federal Service (AFS) on contract start date, assigned to a Recruiting & Retention Battalion. Not under any Suspension of Favorable Personnel Actions (SFPA), satisfactorily performing duties as a recruiter per NGR 601-1, NGR 600-200 and DA Pam 611-21. Must complete a minimum of three years of AGR service from the contract start date. (Contract start date is the date of signatures by all personnel required on the incentive agreement). Note: One time career bonus.

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b. Method of Payment: Payment is disbursed in installments (initial \$1.5K on contract start date, \$1.5K 1<sup>st</sup> year anniversary and final \$1.5K on 3<sup>rd</sup> year anniversary) based on satisfactory performance.

### 13. AGREEMENTS/ADDENDUMS

a. General: IAW Enclosure 1, an applicant/Soldier must enter into an agreement outlining the terms and conditions for receiving an incentive/bonus. The agreement will explain the process 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, and printed from authorized systems. The authorized systems for generating addendums are GIMS and Recruiter Zone unless written approval is granted by ARNG-HRM-I (ARNG-HRH-C for the MGIB-SR Kicker). The only authorized forms of signature are CAC or hand (wet signature) when authorized by ARNG HRM-I. Listed below are additional instructions for specific incentives.

(1) WOAB: The applicant/candidate may sign no earlier than 180 days prior to the date of appointment, but no earlier than the date of the approved predetermination packet. The WOAB contract start date can be no greater than 24 months after the date of the approved MOS proponent predetermination packet.

(2) OAB: The candidate/cadet may sign no more than 90 days prior to the date of commission or no later than the date of commission.

### 14. 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. Enlisted and Officer Incentives are authorized to be processed for initial payment upon MOS qualification, recorded in GIMS and completion of first ID, which may be prior to final security clearance approval by outside agencies if an interim clearance is granted. Commanders must initiate eligible payment request NLT 30 days from date of entitlement. Soldier must be counseled that non approval of a security clearance may result in reclassification, termination, or recoupment. 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).

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15. POSITION VACANCIES

a. General: IAW NGR 600-7, paragraph 1-9 and AR 601-210, paragraph 10-3, incentives may only be authorized to those identified units for FY24, Enclosure 3, line 2.c. Positions contained in a derivative unit identification code are not considered a valid vacancy for incentive purposes (exception may be positions vacant prior to any deployment that does not go forward with unit during mobilization or cross-leveling when Soldier filling position returns to original assignment upon completion of mobilization).

b. The Automated Unit Vacancy System (AUVS) is the system of record for determining valid vacancies for accession incentives. The Soldier's grade must be commensurate with the grade of the position, not to exceed one rank/grade above. Manual build vacancies in excess/overstrength and coded as ("9993" within GIMS/AUVS) are not authorized to be issued an incentive. Additionally, during known system unavailability periods, a memorandum of unit strength by MOS skill level must be provided by authorized unit representatives in determining a valid vacancy.

16. CONTINUED RECEIPT OF INCENTIVES

a. General: Continued receipt of incentives is IAW Enclosure 1 References. Any immediate updates or continued receipt rules not listed in regulations or guidance 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 with specific reasons of transfer 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, and are not coded excess ("9993" in GIMS) unless authorized IAW the authorized over-strength/excess guidance under Continued Receipt line a. (7). Substantiated involuntary moves are the only authorized exceptions and transfer orders uploaded into iPERMS. Soldiers who transfer for promotion purposes to another MOS that is not in the same incentive contracted CMF or not previously awarded the MOS 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.

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(3) Soldiers who transfer to any TDA unit for promotion purposes and remains DMOSQ for the MOS which assigned.

(4) Soldiers electing to remain in their deployed (cross-leveled) MOS will have 24 months from REFRAD date plus future deployment periods to become DMOSQ.

(5) Soldiers in an active status who voluntarily/involuntarily transfer to an authorized unit identified and fills a valid vacant position or excess position IAW the authorized Over-Strength guidance noted under section Continue Receipt line a. (7). (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 for 17 series position.

(6) Accepts a One Time Occasional Tour (OTOT) or an Active-Duty Operational Support Tour, the Soldier will remain eligible for receipt of incentive. The tour may not exceed 1825 days or accept an AGR position upon the end of the tour.

(7) Soldiers who received an incentive, in accordance with AR 601-210 and the ARNG SRIP Policy, may retain their incentive upon transfer into any authorized over-strength position of an authorized unit as applicable by the ARNG SRIP, provided the following:

1. remain qualified and assigned in the contracted MOS
2. initially assigned in a valid vacancy prior to his/her transfer into an authorized over-strength position.
3. only IAW with the percentages outlined in the ARNG iPPS-A Personnel Guidance, 20 January 2020.

b. Additional continuation rules for the MGIB-SR Kicker are outlined in the ARNG VOLED Policy and GI Bill Manager's Handbook.

c. Soldiers with an incentive agreement who enter the AGR program with an effective date after 1 October 2021 must continue to drill in or hold an AGR position of the same MOS for which the incentive was contracted. The active service obligation must be equal to or exceed the bonus obligation period. The State IM will ACR the remaining payments to the day before the AGR start date and process for payment. Payments are verified as being paid and then code the incentive record as terminate without recoupment.

d. Soldiers serving in a 79T Production Recruiter position and promoted to an E8 Section Chief position, maintaining production recruiting status with an active RSID.

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e. Soldiers having extended their obligation and later enter an officer producing program prior to the new contract start date may continue to receive the new incentive until commission or appointed (except cases when an ROTC Scholarship is being received).

f. Soldiers prohibited from IDT attendance for refusing the CV19 vaccine and coded R in MUPS between 1 July 2022 - 10 January 2023 will not have the R code applied toward the unsatisfactory participation periods within a 12-month period.

## 17. 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. The ARNG-HRM-I is the authority for any discrepancies or disputes.

b. Suspension rules for the MGIB-SR Kicker are outlined in DoDI 1322.17, AR 621-202, NGR 600-7, the ARNG VOLED Policy and the GI Bill Manager's Handbook.

### c. 09S SLRP

(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 is reversed and supporting documentation to support the reversal is uploaded into GIMS.

## 18. TERMINATION OF INCENTIVES

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

(1) Termination with Recoupment:

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(a) An officer/warrant officer failing to serve in the contracted CS Primary AOC/MOS with the same authorized Duty AOC/MOS for the entire length of the incentive agreement (except for normal career progression or 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 "9993" in GIMS and violating the authorized overstrength/guidance. 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, must be in a primary position or if placed in excess be within the authorized overstrength guidance.

(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 their ARNG discharge date.

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

(f) An Officer/Soldier leaving the AGR or DSMT 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% of the contractual obligation period (from the contract start date) prior to reentering the AGR or DSMT program. The effective date of termination is the day before the AGR or DSMT start date as noted on the AGR order, SF-50, SF-52, or Human Resource Office memorandum.

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

(h) A Soldier medically qualified to transition from the AC to the ARNG, but upon arrival to their 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.

(i) A Soldier flagged for refusal of CV-19 and the reason of discharge is based on the flag. The termination date is the effective date of the CV-19 SFPA flag.

b. Termination with Recoupment specific to SLRP/09S.



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(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 three years 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.

(c) Failure to earn a commission and is subsequently discharged from the ARNG.

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

c. Termination with Recoupment specific to 79T AGR REB.

(1) Fails to participate satisfactorily per 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).

(2) Receives two consecutive failures FOR Record APFT/ACFT or fails two consecutive requirements to maintain height/weight standards in accordance with AR 600-9, paragraph 3-12 within the contract term. Termination is effective on the date of the second recorded APFT/ACFT failure.

(3) Transfers out of the Recruiting and Retention Command to an MOS other than 79T AGR Recruiter position with the exception outlined in Continue Receipt line d.. Termination is effective the date of transfer.

d. Termination without Recoupment:

(1) If the OTOT exceeds 1825 days (cumulative) or the Soldier accepts an

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AGR position and the Soldier serves at least one day of the incentive contract, the incentive is terminated without recoupment effective the date exceeding the 1095 days or the day prior to entering the AGR status.

(2) An officer must successfully complete the 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. If the officer does not, 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.

(3) A NPS recipient failing to ship within 365 days of his or her enlistment date. The RECSTA date cannot be more than 365 days from the 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. (Exception: If IAW with ARNG-HRR SMOM 20-039, 21-031 and their respective expiration dates)

(4) A NPS recipient failing to become DMOSQ within the required period as outlined in the 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.

(5) A Soldier who serves at least one day past the initial contract start date and receives an OAB. All entitled payments are to be processed prior to the termination. The effective date of termination is the day prior to being commissioned as an Officer/Warrant Officer.

(6) An officer/Soldier leaving the AGR or DSMT 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 DSMT Program is eligible to retain all previous payments. The effective date of termination is the day before the AGR or DSMT start date. The MGIB-SR Kicker will be suspended when the Officer/Soldier enters the AGR or DSMT program.

(7) An officer/Soldier that contracted for an incentive while on AD in the AC and failed to maintain the physical requirements to remain DAOCQ/DMOSQ in the AOC/MOS between the date the individual signed the contract and the report date. The effective date of termination is the ARNG contract start date.

(8) Individuals contracting for incentives who do not have a passing Occupational Physical Assessment Test (OPAT) for the contracted MOS being award will have the incentive terminated effective the contract start date.

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(9) Failure to ship during the eligible period (RECSTA date 1 October through 15 May) outlined in Enclosure 4, 1.b. will result in termination of the Off Peak (OP) bonus. If the NPSEB is combined with the OP bonus, only the OP bonus will be terminated.

e. Termination without Recoupment specific to 79T AGR REB

(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 any position other than a 79T Production Recruiter with an active four-digit RSID. Termination will be effective the date of transfer.

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

f. Termination rules for the MGIB-SR Kicker are outlined in ARNG VOLED Policy and the GI Bill Manager's Handbook.

g. Termination rules specific to SLRP/09S.

(1) 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.

(2) An individual who 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)

h. Termination requirements for the MGIB-SR Kicker are outlined in DoDI 1322.17, AR 621-202, NGR 600-7, the ARNG VOLED Policy and the GI Bill Manager's Handbook

19. CONTRACT TERMINATION AND SETTLEMENT PROCESS

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a. Purpose. Provide guidance for the resolution of incentive eligibility issues when bonus contracts not 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. The MGIB-SR Kicker, all Loan Repayment Programs, Federal Tuition Assistance, and AMEDD incentives issues are 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 Integrated Personnel and Pays System-Army (IPPS-A) coding, inaccurate orders issuance, and missing documents in iPERMS or GIMS should be corrected at the State level. An 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 the ARNG. The 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 issue violates a higher-level authority's regulation, policy, or statute, the ARNG will follow the applicable resolution path.

(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. The 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 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.

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d. Erroneous Overpayments- Erroneous overpayments are defined as payments made more than the Soldier's contracted payment amount, more than 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 17c. (1) are corrected in IPPS-A, iPERMS and GIMS as required.

f. Termination Defined

(1) Termination without Recoupment: Termination without 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 and no recoupment of funds already paid to the Soldier IAW the contract. (Exception are erroneous or overpayments will be recouped)

(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: If termination with recoupment is the initial guidance, but the decision-making authority determines that recoupment of funds is contrary to a personnel policy, management objective, or contrary to the best interest of the ARNG, the Soldier will not be required to repay funds already received. 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 is identified that requires termination, with or without recoupment, the State/Territory will follow the instructions below:

(1) Termination when Soldier fails to complete their 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 the reason for termination, select termination without recoupment with the contract start date as the effective date of termination, and ensure all fields in the termination processing screen are correctly completed. The termination must be processed at the State level through

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both the 1st and 2nd reviews and then immediately forwarded to the next level for review.

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

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

(a) This section applies to situations where the Soldier is ineligible for the incentive prior to the contract start date IAW regulations or laws, and no payments were made. For example, the Soldier is discharged prior to the contract start date, accepts an AGR position, Dual Status Military Technician (or equivalent) position, or commission prior to the 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 is complete, the IM will invalidate the bonus. If the bonus was 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) Exceptions to Policy 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 recouped.

(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 the 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 the 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 Soldier's current unit of assignment that the bonus will be terminated without recoupment using the DA Form 4875 (preferred document) or the Notification of Incentive Termination Memorandum (Enclosure 14. #7) Proof that notification was sent is required or remarks must be entered in GIMS.

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(c) The Incentive Support Team (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 rejected transactions 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 the 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 1st 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), or the Notification of Incentive Discrepancy Memorandum (Enclosure 14). 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 IPPS-A 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 in table below:

IM Action to Soldier's Response Requiring Bonus Termination			
Step	Action POC	Action	System
1	IM	Soldier does not respond with 45 days notification, the termination will process through 2nd review and forward to the next level for IST review.	GIMS
2	IM	Soldier responds within 45 days of notification and electing not to submit an ETP, the termination will be processed. M will upload the counseling statement/sworn statement or other documentation received indicatin the Soldier declines ETP. Im enters detail remarks and	GIMS
3	IM	Soldier repsonds within 45 days of notification electing to submit an ETP, the IM must enter remarks and request ETP. Termination of the incentinve will be suspended until a final disposition of the ETP.	GIMS

(5) Requesting an ETP:

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

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ETP Request			
Step	Action POC	Action	System
1	IM	Obtain/Upload Soldier's bonus addendum from iPERMS	iPERMS/GIMS
2	IM/Unit	Obtain/Upload Soldier's official statement and desired disposition of their issue.	GIMS
3	IM/Unit	Obtain/Upload State Military Personnel Officer (MILPO) memorandum requesting the ETP. This is the MILPO's official stance on 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.	GIMS
4	IM/Unit	Gather any other supporting documentation to support ETP	GIMS

(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 45 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 review.

(f) If the Soldier fails to respond to the discrepancy notification and the incentive is terminated, with or without recoupment, the Soldier is no longer eligible to file for an ETP. The Soldier may file a claim with the Army Board for Correction of Military Records (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 the State without action, the IM will address as required. Once the ETP disposition memorandum is 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



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approved ETP and the remaining payments will be made per the payment schedule, provided the Soldier is otherwise qualified. Once a bonus contract is granted relief from termination, the IM will complete the following outlined in the table below:

ETP Approval Granting Relief from Termination			
Step	Action POC	Action	System
1	IM	Reinstate scheduled payment by reversing the on hold payment	GIMS
2	IM	Submit ACR to move the contract from Termination processing to Established and Printed Status	GIMS
3	IM	Send the Disposition ETP memorandum to Soldier using template in Enclosure 14	NA
4	IM	Send the Disposition ETP memorandum to the G1 section for upload to Soldier's AMHRR in iPERMS	iPERMS

(b) Termination without Recoupment - the IM will complete the following outlined in the table below:

ETP Termination without Recoupment			
Step	Action POC	Action	System
1	IM	Send the Disposition ETP memorandum to Soldier using template in Enclosure 14	GIMS
2	IM	Send the Disposition ETP memorandum to the G1 section for upload to Soldier's AMHRR in iPERMS and coordinate with iPPS-A ensuring the official order is correctly reflecting SRIP termination status.	iPERMS
3	IM	Process the termination as the State level through the 1st and 2nd level reviews and then forward to next level of review. IM will enter detailed remarks indicating reason for termination, selection termination w/o recoupment while ensuring all fields under the termination processing screen are accurately completed.	GIMS

(c) Termination with Recoupment - the IM will complete the following outlined in the table below:

ETP Termination with Recoupment			
Step	Action POC	Action	System
1	IM	Send the Disposition ETP memorandum to Soldier using template in Enclosure 14	GIMS
2	IM	Send the Disposition ETP memorandum to the G1 section for upload to Soldier's AMHRR in iPERMS and coordinate with iPPS-A ensuring the official order is correctly reflecting SRIP termination status.	iPERMS
3	IM	Process the termination as the State level through the 1st and 2nd level reviews and then forward to next level of review. IM will enter detailed remarks indicating reason for termination, selection termination w/ recoupment while ensuring all fields under the termination processing screen are accurately completed.	GIMS

(2) If the GIMS processing method includes a Case Management System (CMS), the termination transaction will be forwarded to the States Manual TL bin after approval by NGB. The IM must submit a CMS case, IAW State policy, and refer to the ARNG - NGB SRIP Incentives. The IM must ensure the following documents are included and either monitor or process the actions in the table below:

- (a) Completed DD Form 139.
- (b) Enlistment/reenlistment/extension document.
- (c) Bonus addendum.
- (d) ETP Determination (if Applicable).

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(e) Completed Termination Packet.

CMS Termination Transaction			
Step	Action POC	Action	System
1	IM/USPF&O	Upon notification from the IM or via CMS a debt is being processed, the United States Property and Fiscal Office (USPF&O) will monitor DJMS-RC ensuring the bonus recoupment amount transfers to an accounts receivable file in DJMS-RC. The USPF&O will send a Notice of Indebtness to the Soldier indentifying the debt reason(s), amount, and the process for seeking relief.	DJMS-RC
2	Soldier/IM/USPF&O	If the Soldier notifies the IM/USPF&O of having filed a claim with the ABCMR, the IM/USPF&O should initiate a CMS case equesting to suspend debt pending an ABCMR determination. The Soldier must provide evidence of an ABCMR claim filed and be uploaded as part of the CMS request.	CMS
3	IM	If the GIMS processing method includes Out of Service (OOS), the transaction will be forwarded to the States Manual TL bin. The IM must submit a debt packet to the DFAS Debt Claims Office (Out of Service Debt).	GIMS

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

20. 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 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.

(b) If the contract is in the termination process, submit an 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:

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(a) If the date of entitlement is prior to the Soldier's date of death, the State IM must action the payments in GIMS using the processing method OOS with a comment that the payments are due to the death of the Soldier. Once the payment actions are approved, they will move into the "OOS/Case Management System (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 action 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 payment actions 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.

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

a. 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. In accordance with AR 601-210, paragraph 10-5, b. (4).

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

20. ARNG MEDICAL MANAGEMENT ACTIVITY (MMA) Soldiers coded as 999M are ineligible to extend for incentives but may continue to receive current incentive payment(s) if otherwise qualified but are ineligible to extend for future incentives.

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ENCLOSURE 5: CRITICAL MOS LIST

1. Enlisted Affiliation Bonus List

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

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 ENCLOSURE 5: CRITICAL MOS LIST

2. Officer/Warrant Officer Retention Bonus Critical MOS List: (Suspended)

<b>Officer Retention AOC</b>	<b>Warrant Officer MOS</b>
15A	150A
15B	150U
15C	151A
15D	152E
67J	152H
Intentionally left blank	153A
	153D
	153L
	153M
	154F
	155A
	155E
	155G
	170B
	255S
	350G
	353T

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ENCLOSURE 6: MOSCB APPLICATION PROCESS

1. Application Process:

a. Each application (Enclosure 14, Sample-13) for the MOSCB must be submitted through the Soldier's chain of command to: Joint Force Headquarters-State (JFHQ-XX), ATTN: State Incentive Manager.

b. 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% filled at the appropriate grade. (Note: If known system inability to produce MOS/vacancy, State must provide and maintain MOS percentage information along with MOSCB application as part of eligibility verification requirement.)

c. The State IM must do the following:

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

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

(3) Ensure the Soldier signs the MOSCB Bonus Agreement).

(4) 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.

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

2. Method of Payment

a. Completed MOSCB Application Memorandum.

b. Copy of MOS award order.

c. MOSCB Bonus Addendum

ENCLOSURE 7: STUDENT LOAN REPAYMENT PROCESSING

1. Repayment of eligible loan(s) begins when the request for payment(s) has been submitted by the Soldier up to 90 days prior to each anniversary date. Any qualifying loan(s) (excludes Private or Parent Loan) under Title 10 USC Section 16301 in default status at the time of the contract is ineligible for repayment during the contracted term. Loan documents (Summary Aid/Detailed Loan Information Sheets) must contain a print date within 30 days of the enlistment/extension/ affiliation execution date. Documents may be retrieved from <https://studentaid.gov>. Individuals offered SLRP and have loan(s) at the time of accession or extension must have their loans validated as being authorized eligible loans. Individuals without a loan(s) (if IAW annual SRIP eligibility) shall have the loan verified for capability of repayment as soon as identified.

a. Unit completes and signs section 1 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.

b. Soldier completes and 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.

c. Soldier must provide the following documentation 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 payment:

(1) Copy of the Summary Aid sheet (s) that is dated within 30 days of scheduled anniversary payment date.

(2) Copy of the Detailed Loan information sheet(s) that are dated within 30 days of scheduled anniversary date. Note: must include those with a \$0 balance.

(3) Copy of original promissory note(s) and disbursement sheet(s) for all eligible loan(s) not listed on the <https://studentaid.gov> website and/or loan(s) that were consolidated after the contract signature date.

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ENCLOSURE 8: INCENTIVE MANUAL CONTROL NUMBER PROCESS

1. Refer to ARNG HRM-Incentives SOP for Manual Processing at GKN portal: Human Resource and Manpower- Incentives (HRM-I) Oversight Branch [ARNG G1 Operations Division - Regulations Tools Incentives Associated - All Documents \(sharepoint-mil.us\)](#)
2. MGIB-SR Kicker. For information on issuing a manual MGIB-SR-Kicker refer to the ARNG VOLED Policy and GI Bill Manager's Handbook located in the General channel of the ARNG Staff-Education Service Team on MS Teams.  
<https://dod.teams.microsoft.us/l/channel/19%3adod%3ac20bd3001630458f901730dc75540eef%40thread.skype/General?groupId=598243a3-2915-42cc-abab-cac72ffa51b3&tenantId=fae6d70f-954b-4811-92b6-0530d6f84c43>



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ENCLOSURE 9: GUIDANCE FOR MANUAL BONUS PAYMENTS

1. Refer to ARNG HRM-Incentives SOP for Manual Processing in the GKN portal:  
[ARNG G1 Operations Division - Regulations Tools Incentives Associated - All Documents \(sharepoint-mil.us\)](#)

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ENCLOSURE 10: GUIDANCE FOR MANUAL SLRP PAYMENTS

1. Refer to ARNG HRM-Incentives SOP for Manual Processing in the GKN portal:  
[ARNG G1 Operations Division - Regulations Tools Incentives Associated - All Documents \(sharepoint-mil.us\)](#)

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ENCLOSURE 11: GUIDANCE FOR CLOSED YEAR SLRP

1. Refer to ARNG HRM-Incentives SOP for Manual Processing in the GKN portal:  
[ARNG G1 Operations Division - Regulations Tools Incentives Associated - All Documents \(sharepoint-mil.us\)](#)

ENCLOSURE 12: GUIDANCE FOR SLRP CONTRACTS FOR OUT OF SERVICE (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, 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 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 later, contract data in GIMS will need to be updated into an active status through an Administrative Correction Request (ACR) for payment processing following closed year or open year guidance, whichever is applicable.

ENCLOSURE 13: GUIDANCE ON VOUCHER PROCESS

1. **PURPOSE:** Provide procedural instructions to States and Territories for processing voucher payments.
2. **APPLICABILITY:** This applies to current and former ARNG SMs 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 SLRP payments will not exceed 15% or \$500 (repayments after 1 OCT 2023 15% or \$1,000.00) (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 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 ARNG HRM-I. 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 OOS Soldiers, a DD 139 will be submitted to DFAS Out of Service (OOS) debts IAW established SRIP Policy.

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ENCLOSURE 14: CHECKLISTS, FORMS, AND SAMPLE MEMOS

1. Bonus Eligibility Checklist

<b>BONUS Eligibility Checklist</b>	
<b>SM Last, First, Last Four:</b> <a href="#">Click here to enter text.</a>	
<input type="checkbox"/>	TPU Status (not AGR/MILTECH/ING)
<input type="checkbox"/>	Bonus AOC/MOS = Primary/Duty MOS (IPPS-A)
<input type="checkbox"/>	Bonus UIC = assigned UIC (IPPS-A)
<input type="checkbox"/>	Current position code-not EXCESS (IPPS-A)
<input type="checkbox"/>	Civilian Education-HS Diploma or equivalent (NPSEB)
<input type="checkbox"/>	AFQT Score 50 or higher
<input type="checkbox"/>	Met required Ship Date and RECSTA date(Off Peak Bonus)
<input type="checkbox"/>	SPD and RE Codes IAW Policy (EAB)
<input type="checkbox"/>	APFT/ACFT-cannot have 2 consecutive failures (DTMS APFT/ACFT screenshot)
<input type="checkbox"/>	ETP-unable to process while waiting for ETP determination
<input type="checkbox"/>	SFPA-no flags (exception J or K)
<input type="checkbox"/>	Unsat-no more than 9 unsats in 12 months
<input type="checkbox"/>	Term of Service meets incentive requirements per policy
<input type="checkbox"/>	DD4 contract dated same day as addendum, (document in iPERMS)
<input type="checkbox"/>	DD1966 dated same day as addendum, (document in iPERMS)
<input type="checkbox"/>	DA 4836-obligation must meet incentive requirements, must have Table 1 Rule B, dated same day as addendum document in iPERMS *Passing Army Fitness Test and Body Composition IAW AR 09-026
<input type="checkbox"/>	Addendum must have required signatures and match contract signature date, (document in iPERMS)
 <input type="checkbox"/> 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.	
 <b>X</b> _____ 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.

## 2. SLRP Eligibility Checklist

<b>SLRP Eligibility Checklist</b>	
<b>SM Last, First, Last Four:</b> <a href="#">Click here to enter text.</a>	
<input type="checkbox"/>	TPU Status (not AGR/MILTECH)
<input type="checkbox"/>	SLRP AOC/MOS = Primary/Duty MOS (IPPS-A)
<input type="checkbox"/>	SLRP UIC = assigned UIC (contracts after 20120605/exception-09S/Officers) (IPPS-A)
<input type="checkbox"/>	AQFT Score (NPS-50, PS-31, 09S-50) (DD 1966)
<input type="checkbox"/>	Current position code-not EXCESS (IPPS-A)
<input type="checkbox"/>	Army fitness test and or Body Composition (HT/WT)-cannot have 2 consecutive failures (RCAS screen)
<input type="checkbox"/>	ETP-unable to process while waiting for ETP determination
<input type="checkbox"/>	SFPA-no flags (exception J or K)
<input type="checkbox"/>	Unsat-no more than 9 unsats in 12 months
<input type="checkbox"/>	Term of Service meets incentive requirements per policy
<input type="checkbox"/>	*DD4 dated same day as addendum, document in iPERMS
<input type="checkbox"/>	*DD1966 dated same day as addendum, document in iPERMS
<input type="checkbox"/>	*DA 4836-obligation must meet incentive requirements, must have Table 1 Rule B, dated same day as addendum document in iPERMS *Passing Army Fitness Test/Body Composition IAW AR 09-026
<input type="checkbox"/>	*Addendum must match contract signature date, document in iPERMS
<input type="checkbox"/>	*DD 2475-signed and dated within 60 days of DOE
<input type="checkbox"/>	*NSLDS-dated within 30 days of DOE
<input type="checkbox"/>	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.
<b>X</b> _____ 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.

### 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 no more than 12 years on contract start date?  
 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.

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.



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 - Refer to link: [ARNG G1 Operations Division - HRM-I Policy Library - All Documents \(sharepoint-mil.us\)](#)

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	
1. A discrepancy has been discovered with your bonus contract that requires termination of your incentive. The incentive will be terminated without recoupment.	
2. Your information regarding this discrepancy is as follows:	
a. Incentive Type(s): INCENTIVE TYPE,	
b. Contract Amount: \$XXX,XXX	
c. Reason for the Discrepancy: Commissioned as Officer, etc.	
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.	
NAME RANK State Incentive Manager	

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>	
NAME RANK STATE Incentive Manager	

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 FAX 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 recoument 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>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	
<ol style="list-style-type: none"><li>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.</li><li>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).</li><li>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.</li><li>4. The point of contact for this memorandum is (INSERT CONTACT INFO).</li></ol>	
Encl	IM SIGNATURE BLOCK


ARNG-HRZ Policy #24-01

ENCLOSURE 14: CHECKLISTS, FORMS, AND SAMPLE MEMOS

11. REB Manual Incentive Request Form – Refer to link: [ARNG G1 Operations Division - HRM-I Policy Library - All Documents \(sharepoint-mil.us\)](#)

12. Officer/Warrant Officer Manual Incentives Request Form by referring to link: [ARNG G1 Operations Division - HRM-I Policy Library - All Documents \(sharepoint-mil.us\)](#)

13. Sample memo – MOS Conversion Bonus (Application)

	<b>NATIONAL GUARD BUREAU</b> 111 SOUTH GEORGE MASON DRIVE ARLINGTON VA 22204-1382
ARNG-CAV	DATE
MEMORANDUM FOR Joint Force Headquarters, Nevada Army National Guard, 2480 Fairview Drive, Carson City, NV 89701	
SUBJECT: Memorandum of Agreement for Army National Guard (ARNG) Military Occupational Specialty Conversion Bonus (MOSCB)	
1. Reference. Memorandum, ARNG Education, Incentives, and Employment Division, (ARNG-HRM) SUBJECT: Army National Guard (ARNG) Selected Reserve Incentive Program (SRIP) Guidance for Fiscal Year (FY) YYYY, (Policy Number XX-01)	
2. I, SPC John J. Smith, XXX-XX-1111, and volunteer to reclassify in MOS: 19D10 under the provisions reference 1 MOS Conversion Bonus (MOSCB). This MOS is eligible for the program per reference 1.	
3. Upon completion of training and award of MOS:	
a. I agree to serve for a minimum of three years.	
b. I agree to voluntarily extend my current enlistment/reenlistment upon reaching my window of eligibility to ensure I have at least three years Time-in-Service (TIS) remaining after completion of training and award of MOS.	
c. I agree to extend for the minimum period necessary to meet the TRADOC imposed service-remaining requirement in order to attend training if I have less than the required service remaining for the MOS training.	
4. I am not currently serving in an initial period of service for which I received a critical skill enlistment bonus. The MOSCB may be paid concurrently with an enlistment affiliation or reenlistment/extension bonus.	
5. I understand failure to complete the required three-years in the new MOS because I voluntarily transfer or because of misconduct will result in the incentive being terminated with recoupment.	
6. I understand I will be required to complete any period of service to which I have agreed to serve in accordance with the needs of the ARNG, if I fail to complete the school course. Failure includes any reason (lack of security clearance, misconduct, academic failure, lack of motivation, AWOL, disciplinary action, etc.).	
7. Upon completion of training and in conjunction with reassignment, the ARNG will process a MOSCB of \$10,000 in a one lump-sum payment at the time of completion of required training and award of the new PMOS on official orders.	
8. I understand I accrue no right to an MOS Conversion Bonus solely by signing this application. I must successfully complete training, be awarded the new PMOS, and extend for a minimum three years of service in the new MOS.	
9. I understand that I fall under the same Termination Rules for IAW the ARNG SRIP Policy as I would for a Re-enlistment/extension incentive.	
10. Additional promises made to me in conjunction with the ARNG MOSCB Program are listed as follows: None	
JOHN J. SMITH SPC, NVARNG	

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GLOSSARY: ABBREVIATIONS AND ACRONYMS

**ADOS**

Active-Duty Operational Support

**AFQT**

Armed Forces Qualification Test

**AIT**

Advanced Individual Training

**AR**

Army Regulation

**ARNG**

Army National Guard

**ARNG-HRH**

G1 - Personnel Policy Division

**ARNG-HRP**

G1 - Personnel Division

**ATRRS**

Army Training Resources and Requirement System

**DFAS**

Defense Finance and Accounting Service

**DOD**

Department of Defense

**HQDA**

Headquarters, Department of the Army

**IDT**

Inactive Duty Training

**IPPS-A**

Integrated Personnel and Pays System-Army

**JFHQ**

Joint Forces Headquarters

**LRP**

Loan Repayment Program



ARNG-HRZ Policy #24-01  
GLOSSARY: ABBREVIATIONS AND ACRONYMS

**MOS**

Military Occupational Specialty

**NGB**

National Guard Bureau

**PS**

Prior Service: are considered non-DMOSQ if MOS has a certification requirement to maintain qualification and is not within the requirement on the DOE or requires additional/refresher/certification since date of initial MOS qualification; regardless of the retraining type: Distance Learning, Reserve Component or AIT equivalent.

**RC**

Reserve Component

**RCCC**

Reserve Component Career Counselor

**REFRAD**

Release from Active Duty

**REQUEST**

Recruit Quota System

**ROTC**

Reserve Officers Training Corps

**RSID**

Recruiting Station Identification

**SMP**

Simultaneous Membership Program

**TAG**

The Adjutant General

**TPU**

Troop Program Unit (USAR)

**USAR**

United States Army Reserve

**USAREC**

United States Army Recruiting Command