

National Guard Regulation 600-7

Personnel - General

Selected Reserve Incentive Programs

**National Guard Bureau
Arlington, VA 22204
12 August 2014**

UNCLASSIFIED

SUMMARY OF CHANGE

NGR 600-7
Selected Reserve Incentive Programs
12 August 2014

This publication –

- o Revises the use of Army National Guard Selected Reserve Incentive Programs.
- o Clarifies incentive requirements for enlisted, officer, loan repayment, and specialty incentive programs.
- o Adds Program Responsibilities and Management Controls under Chapter 1.
- o Consolidates Enlisted Incentives under Chapter 1. Non Prior Service Enlisted Bonus, Prior Service Enlisted Bonus, Enlisted Affiliation Bonus, Reenlistment/Extension Bonus, Student Loan Repayment Program and Montgomery GI Bill Selected Reserve Kickers.
- o Adds Officer Incentives under Chapter 3. Officer Accession Bonus, Officer Affiliation Bonus, Chaplain Loan Repayment Program and Montgomery GI Bill Selected Reserve Kicker.
- o Adds Specialty Incentives under Chapter 3.
- o Critical Skill Retention Bonus, Active Guard Reserve Title 10 and Title 32 Selected Reserve Bonus and Military Technician Dual Status Reenlistment Bonus.
- o All Continued Receipt, Suspension, Reinstatement, and Termination of Enlisted and Officer Incentives have been incorporated in Chapter 1 (excludes Montgomery GI Bill Selected Reserve Incentive Programs Kicker and Specialty Incentives which contains these requirements within their section).
- o Continued receipt of incentives.
- o Recipient of an incentive may be eligible for continued receipt provided they meet the following conditions stated in paragraph 1-21.
- o Suspension of incentives.
- o Recipient of an incentive will be suspended from the program if they enter any of the conditions stated in paragraph 1-22, if applicable. Unit commanders or their representatives will notify the State Incentive Manager when a suspension condition occurs.
- o Reinstatement of incentives.
- o Reinstatement of an incentive is not guaranteed. If a Soldier meets the following requirements for continued eligibility and reinstatement in paragraph 1-23, subsequent payments will be processed effective the date

the suspension is lifted or on the adjusted anniversary date of satisfactory creditable service.

- o Termination of incentives.
- o Incentive eligibility will be terminated when any of the termination reasons listed in paragraph 1-24 through 1-26 apply and that member will not be eligible to receive any further incentive payments, except for Service performed before the termination date. Once declared ineligible, termination of an incentive will not affect a Soldier's responsibility to serve their current statutory or contractual Service commitment.
- o Adds Chapter 5 Settlement Process for Enlisted, Officer and Student Loan Repayment Program Incentives.
- o Adds Chapter 6 Administrative correction of Addenda, Annex or Written Agreement (previously Civilian Acquired Skills Program).
- o Adds Chapter 7 Out of Service Claims and Debt Process.
- o Adds Chapter 8 Case Management System.
- o Adds a Glossary of abbreviations and terms (previously Annex A - Sample of Termination Letter).
- o Adds Appendix A References (previously Annex B - Sample of Student Loan Repayment Anniversary Notification).
- o Adds Appendix B Annexes, Addendums, Written Agreements (previously Annex C - Sample of Request for Loan Status Confirmation).
- o Adds Appendix C Management Control Evaluation Checklist for Enlisted Incentives.
- o Adds Appendix D Management Control Evaluation Checklist for Officer Incentives.
- o Adds Appendix E Management Control Evaluation Checklist for Student Loan Repayment Program.
- o Adds Appendix F Management Control Evaluation Checklist for Montgomery GI Bill Selected Reserve Kicker Incentives.
- o Adds Appendix G Montgomery GI Bill Selected Reserve Incentive Kicker Codes.
- o Adds Appendix H Draft memorandum for Army Board for Correction of Military Records actions.


Personnel - General

Selected Reserve Incentive Programs

By order of the Secretary of the Army:

JUDD H. LYONS
Major General, GS
Acting Director, Army National Guard

Official:


Charles P. Baldwin
Deputy Chief of Staff

History. This publication is a revision of National Guard Regulation (NGR) 600-7, dated 26 March 1999. It delineates incentive relationships between the Army National Guard (ARNG) and other Department of the Army (DA) agencies for all ARNG Selected Reserve (SELRES) Incentive Programs (SRIP). It incorporates changes to public law, Department of Defense (DoD), and DA level policies. This regulation addresses recommendations from the Army Audit Agency (AAA) and DA Internal Review. It incorporates all updates to State Memorandums, Operational Messages, and other policy letters.

Summary. This regulation governs incentive policies, procedures, and eligibility criteria for persons entering into an incentive agreement at the time of enlistment, affiliation, reenlistment, extension, commission or appointment into the ARNG, on or after the effective date of this regulation.

Applicability. This regulation applies to all members of the ARNG, unless otherwise stated. It also applies to DA civilians, contractors and Recruiting and Retention personnel involved in recruitment activities or Reserve Officers Training Corps (ROTC) Simultaneous Membership Program (SMP) management functions. In case of conflict between this and other regulations establishing incentive eligibility criteria, this regulation will take precedence, and upon direction of the Secretary of the Army, certain requirements of this regulation may not be enforced during mobilization.

Proponent and Exception Authority. The proponent of this regulation is the ARNG Personnel Programs Resources and Manpower Division (ARNG-HRM). The proponent has the authority to adjudicate, interpret, and approve exceptions to this regulation that are consistent with controlling law and regulations. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Requests for information regarding clarification, purpose, or intent of the guidance contained herein, should be directed to ARNG-HRM.

Army Management Control Process. This regulation is subject to the requirements of Army Regulation (AR) 11-2. Checklists are located in appendixes C through F.

Supplementation. Supplementation of this regulation is prohibited without prior approval from ARNG-HRM.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Director, Army National Guard, (ARNG-HRM), 111 South George Mason Drive, Arlington, VA 22204.

Distribution. This publication is available in electronic format only and is intended for command levels B and C, for the Active Army (AA), and the ARNG.

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Glossary

Chapter 1 Introduction

1-1. Purpose

This regulation governs policies and procedures for the administration of the ARNG SRIP programs. All programs listed below will be referred to as incentives.

- a.* Non-Prior Service Enlistment Bonus (NPSEB)
- b.* Prior Service Enlistment Bonus (PSEB)
- c.* Enlisted Affiliation Bonus (EAB)
- d.* Reenlistment/Extension Bonus (REB)
- e.* Military Occupational Specialty Conversion Bonus (MOSCB)
- f.* Student Loan Repayment Program (SLRP)
- g.* Montgomery GI Bill Selected Reserve (MGIB-SR) Kicker
 - (1)* Non-Prior Service Kicker (NPS)
 - (2)* Prior Service Kicker (PS)
 - (3)* Current Guard Kicker (RE)
 - (4)* Officer Candidate School Kicker (OCS)
 - (5)* ROTC Kicker (ROTC)
 - (6)* Standard Officer Kicker (SOK)
 - (7)* Warrant Officer Candidate Kicker (WOC)
 - (8)* Direct Commissioning Kicker (DC)
 - (9)* Officer Without Degree Kicker (OWD)
 - (10)* Supplemental (Increase to \$350) Kicker
- h.* Officer Accession Bonus (OAB)
- i.* Officer Affiliation Bonus (OAFB)
- j.* Chaplain Loan Repayment Program (CLRP)
- k.* Critical Skill Retention Bonus (CSRB)
- l.* Army Guard Reserve (AGR) Selective Reenlistment Bonus (SRB)
- m.* Deployed Dual Status Mil-Tech Retention Bonus

1-2. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are defined in the Glossary.

1-3. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-4. Policy

- a.* The Secretary of the Army and the Chief, National Guard Bureau (CNGB) authorize the use of the incentives described in this regulation.
- b.* SRIP assists leadership and personnel managers in meeting and sustaining ARNG readiness requirements.
- c.* Incentives serve as extraordinary measures to assist the ARNG in meeting and sustaining manpower requirements.
- d.* Incentives help meet quality and skill-match objectives, and stabilize the ARNG through longer service commitments.
- e.* SRIP provides Recruiting and Retention incentives to assist in filling critical skill shortages, and in support of deploying units and high priority units.
- f.* A vacancy management or unit management system will be used to determine valid vacancies for incentives. It is a management tool for allocating resources to achieve readiness objectives based upon valid vacancies in units assigned by designated priority, unit deployments, mobilizations and mission priorities which may necessitate changes in a unit's bonus eligibility for incentives.
- g.* The affiliation bonus is potentially available to any unit and skill in the ARNG.
- h.* Incentives will be offered per current Fiscal Year (FY) ARNG SRIP policy guidance.

Section I Responsibilities

1-5. Program responsibilities and management controls

a. The DARNG will exercise staff supervision and management of the incentives programs as it pertains to ARNG Soldiers.

b. The ARNG-HRM will -

(1) Develop detailed budget submissions.
 (2) Develop and implement policy for the ARNG and recommend to Deputy Chief of Staff (DCS), G-1, changes in program policies and procedures.

(3) Coordinate fiscal operations of the ARNG incentives programs within appropriation limits.

(4) Maintain current incentive eligibility status of units.

(5) Collect personnel data, as required.

(6) Prepare reports, as required.

(7) Provide input to Office of the DCS, G-3/5/7 concerning unit(s) priorities.

(8) Exchange program related information with ARNG Comptroller and the Defense Finance and Accounting Service (DFAS).

(9) Develop and use appropriate advertising for ARNG incentive programs.

(10) Monitor and evaluate the effectiveness of incentive programs in achieving overall objectives.

(11) Provide coordinated responses to inquiries from the field in the 54 States, Territories, the District of Columbia, Congress, the White House, the Army Board for Correction of Military Records (ABCMR) and other governmental agencies concerning the incentive programs.

(12) Participate in semi-annual review of the incentive programs.

c. The Adjutants General, the State Incentive Manager (IM), and the Loan Repayment Manager or GI Bill Manager will:

(1) Implement incentive programs within the State.

(2) Coordinate with units and the Recruiting and Retention Command on the proper implementation of incentive programs.

(3) Liaise with NGB, Soldiers, units, Recruiting and Retention personnel, DFAS, the Military Pay Branch, personnel offices, and any other agency that may be involved with incentive programs.

(4) Review incentive packets for eligibility, accuracy, and completeness.

(5) Per State Policy, review the Commanders eligibility report, State reports, or reports generated through the current ARNG incentive management system for verification of payment, suspension, or termination. Unit commanders may delegate certification authority to the State IM at the discretion of the State's Military Personnel Management Officer (MILPO).

d. Personnel involved with incentives and their role and responsibilities. Personnel and their listed roles and responsibilities are not all inclusive.

(1) State IM: State representative designated to provide internal incentive oversight for authorization, verification, validation, establishment, monitoring, termination and submission of all payments, to include recoupment of incentives. Functions as the subject matter expert and provides customer service through all forms of communication (for example, fax, email, memorandums and telephone) and routinely route to proper office as necessary. Note: Conducts training on incentive policies and processes.

(2) State Loan Repayment Program Manager: State representative designated for the management of the SLRP. Issues, verifies, validates, establishes and monitors all SLRP incentives. Functions as the subject matter expert and provides customer service through all forms of communication (for example, fax, email, memorandums and telephone) and routinely route to proper office as necessary. Note: Conducts training on incentive policies and processes.

(3) State GI Bill Manager: State representative designated for the management of the MGIB-SR Kicker incentive program. Verifies, validates, establishes and monitors all MGIB-SR Kicker incentives. Records and manages all eligibility status codes in the ARNG Incentive Management System. Functions as the subject matter expert and provides customer service through all forms of communication (for example, fax, email, memorandums and telephone) and routinely routes to proper office as necessary.

(4) Recruiter: Responsible for initial interview, verification of enlistment eligibility requirements and provides counseling on incentive programs as needed. Completes accession documents and projects the applicant to the respective Military Entrance Processing Station (MEPS).

(5) Retention Non-Commissioned Officer (NCO)/Career Counselor/Readiness NCO: Delegated representative, who may provide career counseling, verifies retention or extension eligibility and inputs request for

incentive control number through the ARNG Incentive Management System. Completes required documents, DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States) or DA Form 4836 (Oath of Extension of Enlistment or Reenlistment) and the appropriate incentive addendum. Responsible for issuing ARNG incentives, providing counseling on incentive programs, ensuring each incentive agreement is valid and authorized before contractually obligating the ARNG.

(6) MEPS Guidance Counselor (GC): Functions as the resident expert on regulatory and published guidance as it relates to accessions and incentives for the ARNG. Personnel will provide eligibility validation during the enlistment or accession process to prevent erroneous contractual agreements and provide counseling on incentive programs. Responsible for issuing ARNG incentives, providing counseling on incentive programs, ensuring each incentive agreement is valid and authorized before contractually obligating the ARNG.

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

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

(9) Recruiting Operations (S3): May be designated to conduct a 10% monthly audit on all approved incentive contract agreements to include those also otherwise used as educational.

(10) Recruit Sustainment Program (RSP)/Unit: Responsible for verifying and uploading all documents pertaining to a Soldier's incentive or personnel record into their Army Military Human Resource Record (AMHRR). The following is a list of documents routinely processed: training completion documents (DD Form 214 (Report of Separation)/215 (Correction of DD Form 214)), certificates, qualification orders, transfer orders, enlistment documents (DD Form 4/1 and/or 2 and applicable annexes, DD Form 1966 (Record of Military Training – Armed Forces of the U.S.)), drill attendance tracking, DA Form 705 (Army Physical Fitness Test Scorecard), DA Form 5500-R and DA Form 5501-R (Body Fat Content Worksheet) to record height and weight, required education documents and medical information.

(11) State Incentive Oversight Manager/Education Services Officer: Officer in Charge (OIC), Non-Commissioned Officer in Charge (NCOIC) or a designated responsible person in the section. Responsible for 100% review of all SRIPs and LRP payments, suspensions and terminations in the ARNG Incentive Management System prior to submission. He or she will conduct the final check of a Soldier's documentation prior to the submission for establishment, payment, or termination.

(12) State MILPO: Conducts a monthly review of payments and terminations on an as needed basis.

(13) State United States Property and Fiscal Office (USPFO): Will assist the State Incentive Office with incentive pay inquiries and Case Management System (CMS) requests as needed.

(14) ARNG Incentive Support Team (IST): ISTs are responsible for providing customer service to the 54 States, Territories and District of Columbia as it relates to the incentive regulatory and procedural guidance defined by the ARNG. ISTs provide quality control by conducting reviews of all incentive payments and terminations submitted by the 54 States, Territories, and the District of Columbia. ISTs develop and track IM training requirements and conduct initial IM training and refresher training as needed. Conducts Staff Assistance Visits (SAV's) and processes bonus and loan repayment incentive exception to policy requests. Assist with Congressional and Inspector General requests regarding incentives.

(15) ARNG GI Bill Support Team (GIBST): Responsible for the centralized management of and customer service for the GI Bill and MGIB-SR Kicker incentive programs for the ARNG in the 54 States, Territories, and the District of Columbia. Provides 100% quality control review of all MGIB-SR Kicker incentive eligibility, determinations and documentation. Develops and conducts GI Bill Manager Course training and tracks GI Bill Manager course attendance. He or she will conduct SAV, process MGIB-SR Kicker incentive exceptions to policy requests and assist with Congressional and Inspector General requests regarding MGIB-SR Kicker incentives. Provides answers to Department of Veterans Affairs (DVA) inquiries concerning GI Bill and MGIB-SR Kicker eligibility.

(16) Personnel Programs Resources and Manpower Division Incentive Oversight Branch ARNG-HRM-I
 Certifying Official: Designated government official responsible for final quality control check by conducting a 10% review of all incentive payments and terminations submitted to the DFAS.

e. Management Controls. Commanders at all levels are responsible for establishing and maintaining internal controls for identifying and addressing major performance challenges and areas at greatest risk for fraud, waste, abuse, and mismanagement. This regulation contains management control provisions per AR 11-2, (Managers' Internal Control Program) and provides a Management Control Evaluation Checklist to be used in evaluating management controls (see Appendixes C, D, E, & F). This checklist will be forwarded annually through channels to CNGB ATTN: Personnel Policy Division ARNG-ARH (see below for specific responsibilities and paragraphs 1-5 *a, b* and *c*). Incentive programs should be added to the Managers' Internal Control Five-Year Plan as a high risk function and evaluated every year to mitigate risks that would severely impact the ARNG.

(1) *Funding Authority.* Authority to execute incentives is subject to authorization in law, appropriation of funds, and applicable regulatory guidance.

(2) *Separation of Duties.* Separation of duties is a deterrent to fraud. It is necessary to prevent any undue pressure on the decision-making process for incentives and is critical to effective internal management control as well as reducing the risk of erroneous and inappropriate actions. Decisions affecting incentives span across the communities of Recruiting and Retention, Finance, Medical, Personnel and Training. Separation of duties creates a clear audit trail for operating effectively. It ensures that each person's work acts as a complementary check against another's. No one should be responsible for an entire transaction or operation. When duties cannot be separated, a detailed supervisory review of related activities is required as a mitigating control activity. All Incentive positions will be independent of the Recruiting and Retention Command.

(3) *Systems Access.* This is a management tool critical for administering the incentive management system. The systems access requirement will be per the current FY SRIP policy.

(4) *Incentive Manager Training Requirements.* Incentive Manager's (bonus, loan repayment and MGIB-SR Kicker) training requirement will be per the current FY SRIP policy.

1-6. Personnel status for incentives

Incentives prescribed by this regulation may specify that an applicant is a NPS, PS, current member or in-service status. This regulation incorporates the completion of specified periods of training to ensure compliance with public law and Department of Defense (DoD) Issuances.

1-7. Authorized number of participants

The number of participants who may receive an incentive at any one time will be contingent upon the level of funding available in any given FY, Headquarters, Department of Army (HQDA), or DoD guidance provided.

1-8. Retroactive provision

This regulation updates certain provisions in effect from earlier FY incentive programs. Soldiers who entered into agreements in an earlier incentive program will continue to participate according to their contractual agreement, and this regulation when applicable. This regulation does not change the conditions of entitlement, eligibility criteria, or benefits of earlier incentive programs. Total incentive amounts and anniversary payment schedules specified in the original incentive agreement executed at the time of enlistment, accession, reenlistment, extension, affiliation, commission or appointment will remain unchanged. An incentive agreement cannot exceed the limits of the law or authorized limits of the Secretary of the Army (SA). Retroactive entitlement or reinstatement based on the revised or amended policy contained in this regulation is not authorized.

1-9. Position vacancy requirements

a. Selected Reserve (SELRES) incentives will be authorized by the Director, ARNG (DARNG) in designated units and selected skills when a valid position vacancy exists. Valid position vacancies are either current or projected from the unit's organizational tables. These tables include:

(1) Modification Table of Organization and Equipment

(2) Tables of Distribution and Allowances

b. Valid position vacancies may also be either current or projected from a unit's approved wartime required shortage list. For the purpose of this regulation, the term "wartime required shortage" is used instead of the term authorized "over -strength". The authorizations approved are based on component wartime required shortages.

(1) A projected position vacancy may only be used in the current unit MTOE/TDA. Positions contained in a derivative Unit Identification Code (UIC) are not considered a valid vacancy.

(2) A position vacancy is a valid position that will exist on the date the Soldier completes Initial Active Duty for Training (IADT).

c. Excess positions to authorized or required strength of the current unit MTOE/TDA are not valid positions for the incentive program. (Exception: Will be noted within each incentive section.) However, the DARNG may approve authorizations above the wartime strength to meet readiness requirements.

d. Soldiers serving under an incentive contract may be attached to other units so long as it is due to the need of the government. The Soldier must serve in the Military Occupational Specialty (MOS) for which the incentive was contracted, unless excused for the needs of the government. The Soldier must remain the primary holder of the position in the parent unit assigned and cannot be coded as excess IAW current FY SRIP policy.

1-10. Education requirements

a. Incentives may be granted to Soldiers who meet eligibility criteria and who have the credentials of a secondary school graduate as defined in the glossary under education levels. The DARNG may require additional educational requirements to be met per current FY SRIP policy.

b. Educational requirements. The enlistment bonus, MGIB-SR Kicker and SLRP incentives may be granted to Soldiers who meet the required eligibility criteria and who have the credentials of a secondary school graduate.

(1) Soldiers who elect the enlistment bonus, kicker, or the SLRP incentives and are attending school at the time of enlistment must have the credentials of a secondary school graduate within the timeframe shown in paragraphs (a) or (b) below:

(a) Alternate training program enlistment option: prior to entry on the second phase (Phase II) of IADT (see AR 601-210 (Active and Reserve Component Enlistment Program), chapter 5).

(b) Split-option participants must meet the educational eligibility criteria prior to entry on IADT.

(2) Soldiers who do not have the credentials of a secondary school graduate within the established timeframe will be subjected to termination of the enlistment bonus, kicker, or SLRP.

1-11. Security Clearance requirements

Soldiers must meet security clearance requirements for the MOS or skill selected. Enlisted incentives are authorized upon MOS qualification, which may be prior to final security clearance approval by outside agencies. Soldiers must be counseled that non-approval of a security clearance may result in reclassification or recoupment.

1-12. Obligation

Participants must enter into a contractual obligation to serve satisfactorily for the full term of Service specified for an incentive program.

1-13. Required documents

a. Soldiers for programs administered by this regulation are required to sign documents that specify the eligibility criteria, terms of service and conditions for the desired incentive. The document will contain an acknowledgment that the applicant has been advised of and understands the benefits of the program, and the conditions that require suspension, termination or recoupment, if applicable. These documents will also be authenticated by a proper witnessing official and will include the preparation date.

(1) Each incentive program in this regulation specifies the document(s) required for program eligibility.

(2) All required incentive documentation will be completed at the time of enlistment, reenlistment, extension or affiliation (except for officers/warrant officers who may be signed prior to commissioning or appointment per the SRIP FY policy in effect), and must contain all required signatures. An incentive agreement cannot be completed after the date of contract in order to gain eligibility for an incentive.

b. Distribution of forms and documents will be in accordance with the instructions contained on the forms.

1-14. Processing instructions

Processing requirements for incentives are prescribed in this regulation. Incentive agreements must be completed and a copy made as a permanent part of each enlistment, accession, affiliation, reenlistment, extension, commission or appointment packet prior to distribution.

1-15. Reporting requirements

The applicable DOD directive for each incentive will govern reporting requirements for the ARNG. Soldiers participating in an incentive program governed by this regulation will be reported to ARNG-HRM.

1-16. System overrides

All system overrides will be requested through the appropriate channels and require approval by the DARNG or a designated representative before execution, or per current FY SRIP policy.

a. During Army Incentive Management System outages that exceed one day, the State IM must submit a request for an override within one day of the system being inaccessible. In order for ARNG-HRM to grant approval, a manual control number request must include the following as substantiating documentation:

- (1) The Soldier's name and last four of SSN, type of incentive, contract signature date, and incentive MOS.
- (2) Copies of email traffic or applicable system generated messages attesting to the inability to request a control number for the Soldier to enlist, affiliate, reenlist or extend for a bonus due to system outage of more than a one day period.
- (3) Copies of supporting personnel management system screen shots relevant to proving the Soldiers full qualification under the eligibility rules for each incentive.
- (4) Copies of mobilization, transformation or reorganization orders, if applicable for determination of eligibility.

b. Once approved by ARNG, an override will be granted to generate an automated manual control number within the incentive management system and allow access to any automated addendums to complete the transaction once that system becomes available.

1-17. Personnel movement between ARNG and Army Reserve (USAR)

a. Eligibility. A Soldier's eligibility for continued bonus or loan repayment incentives when transferring between the ARNG is described in this paragraph and in paragraphs 1-18 and 1-19. A Soldier's continued eligibility when transferring to the USAR or from the USAR to the ARNG IAW current FY SRIP policy.

b. Personnel gains from other U.S. Armed Forces. Applicants for ARNG enlistment, who are currently SELRES members of other Armed Services, should be counseled before enlistment processing. They should note that eligibility for an incentive authorized by other U.S. Armed Forces will not be continued after enlistment in the ARNG.

- (1) Payment processing and verification of eligibility is required before payment is made.
- (2) A Soldier may be eligible for entitlement under the MGIB-SR with continued eligibility to a SRIP incentive.

1-18. Status of incentives on unit transition.

a. Purpose. This paragraph provides guidelines for the disposition of incentives paid or pending payment to SELRES unit Soldiers affected by unit transition. For simplicity in reading, reduction of over-strength, reduction in force, and relocation or inactivation of a unit will be referred to as unit transition. Unit transition occurs when a Soldier is voluntarily or involuntarily transferred or reassigned within the ARNG, or between the ARNG and the USAR. Relocation refers to a Soldier's unit of assignment moving to a site that is beyond commuting distance. For the purpose of this regulation, commuting distance is defined as the maximum distance a RC Soldier may be required to involuntarily travel between residence and inactive duty for training (IDT) site.

That distance may be –

- (1) A 100-mile radius of the IDT site or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in three hours. That applies only to those units that normally do four IDT sessions on two consecutive days (Multiple Unit Training Assembly (MUTA) 4 and where Government meals and quarters are provided at the unit IDT site.
- (2) A 50-mile radius of the IDT site or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in a 1½-hour period, where government meals and quarters are not provided at the unit IDT site.

b. Command responsibility. Successful implementation and use of the procedures described is dependent upon command coordination and responsibility.

- (1) Incentives are used to induce individuals to contract for Service in a specified MOS/AOC, or SELRES unit.
- (2) When a unit is scheduled for transition, the command is responsible for retaining incentive recipients in the SELRES. If possible, in keeping with the terms of the Soldiers' contract, the Soldier should be reassigned or transferred to a position requiring their MOS/AOC.
- (3) Commands should ensure assignment or transfer of Soldiers to the Individual Ready Reserve (IRR) or Inactive Army National Guard (ING) only occurs when no ARNG units are within commuting distance.

c. The status or disposition of an incentive that has been paid or is pending payment is predicated on the following:

(1) A Soldier may continue to receive full incentive payment, if otherwise eligible, when the Soldier is transferred or reassigned to—

(a) Another SELRES unit of the ARNG. Assignment will be in a bonus MOS/AOC or to a bonus designated unit, where possible.

(b) Another unit of the ARNG outside of commuting distance. Assignment in a bonus MOS/AOC or to a bonus-designated unit is preferred, but not necessary. This is provided there are no assignments available in the Soldier's bonus MOS/AOC or type of unit within commuting distance.

(2) Transfer between RCs of the Army should be the priority and used instead of reassignment to the Individual Ready Reserve (IRR) or Inactive Army National Guard (ING).

(a) As specified in subparagraph (2) above, every effort should be made to retain Soldiers who have been contracted for an incentive in the SELRES. Assignment to other units within the same Component should have priority. As a second priority, commanders must consider transfers between RCs of the Army instead of reassignment or transfer to the IRR or ING.

(b) The term transfer as used in this paragraph refers to the personnel actions necessary to affect the change in strength accountability between the ARNG and the USAR. Enlisted Soldiers require discharge and enlistment actions, while officers require appointment and Federal recognition actions.

(c) When an ARNG unit is in transition and the Soldier cannot be reassigned or used in another unit of the same component. The ARNG Soldier will be offered an opportunity to transfer to an USAR TPU if otherwise eligible and approved by the gaining USAR commander prior to discharge from the ARNG and transfer to the IRR or ING.

1-19. Personnel movement between ARNG units

a. ARNG Soldiers involuntarily transferred due to unit transition, will be governed by the following:

(1) Those that contracted for an incentive should be transferred into positions coded for their current critical skill MOS, bonus unit, paragraph and line (para/line) or one within allowable substitution rules per current FY SRIP policy.

(2) Only if the above provision cannot be accomplished will a Soldier be allowed to transfer into another MOS, unit or para/line vacancy (with the exception of TDA units).

(3) Soldiers who are transferred into a MOS where they are not qualified will have 24 months to become qualified and be awarded the MOS for their position or incentives will be terminated without recoupment.

(4) Soldiers who decline a command directed reassignment as defined by AR 135-91 (Service Obligations, Methods of Fulfillment Participation Requirements, and Enforcement Procedures) will have their incentive entitlement(s) terminated with recoupment.

(5) Soldiers must transfer within 90 days after the effective date of unit transition (per command direct orders) to retain incentive eligibility.

(6) For the MGIB-SR Kicker incentive, refer to the FY SRIP policy in effect at time of transfer.

b. ARNG Soldiers who voluntarily transfer within the State or interstate transfer for reasons other than in paragraph 1-19a will be governed under the following:

(1) Soldiers who contracted for an incentive must be assigned to an incentive eligible unit or incentive eligible critical skill IAW FY SRIP policy in order to continue incentive eligibility.

(2) Failure to join another unit or find a unit in the SELRES in six months will terminate the recipient from program eligibility. In the case of a Soldier who is assigned to an incentive qualifying position within six months or less, that period must be added to the original incentive obligation.

(3) If not qualified in the MOS, Soldier must have service remaining time on their contract to enable them to become duty MOS qualified (DMOSQ) within 24 months or the incentive will be terminated with recoupment. Extension for the minimum period necessary to meet the Training and Doctrine Command (TRADOC) service-remaining requirement in order to attend training if the Soldier has less than the required service remaining to attend the new MOS training course.

(4) Incentive payment(s) due to the Soldier will be suspended until the Soldier qualifies and is awarded the MOS for the position.

(5) Continued participation in SLRP requires that the Soldier remain in the MOS in which they originally gained eligibility for the SLRP incentive and in a valid position within an MTOE or deployable TDA unit.

(6) For the MGIB-SR Kicker incentive, refer to the ARNG SRIP policy in effect at time of transfer.

(7) Any other requirements not covered will be per the current FY SRIP policy.

c. A Soldier who is transferred to a unit for promotion will retain incentive eligibility.

1-20. Incentive payments

- a. The ARNG requires the unit commander or other designated individuals to initiate eligibility reports for payment immediately upon notice of the Soldier's entitlement and submit them to the State IM for processing through the incentive management system for payment.
- b. The Commander's Eligibility report will be issued to each respective unit. A suspense date will be established for the return of the certified document to the State IM. The unit commander will certify the Commander's Eligibility report to verify eligibility for payment or cause for suspension or termination. The State G1/J1/MILPO may delegate the unit commander certification authority to the State Incentive Manager.
- c. The unit commander must ensure that Soldiers are counseled when they enlist, reenlist/extend, affiliate, commission or appoint for an incentive that they will not receive payments immediately. Payments will only be processed through personnel and pay channels for payment upon verification of all required contractual documentation.
- d. The State IM, in accordance with regulatory and SRIP policy guidance, will verify the following:
 - (1) Continued eligibility for payment and correct due date.
 - (2) Suspension reason and correct suspension date.
 - (3) Termination reason and correct termination date.
- e. All incentive payments are subject to Federal and State tax.
- f. Taxes will be withheld from all Loan Repayment Program (LRP) payments. The amount due after taxes will be paid directly to the financial institution. Soldiers will receive a separate IRS Form W-2 at the end of the year from the Defense Finance and Accounting Service (DFAS) indicating the total entitlement amount. Exceptions are given to deployed Soldier's that are eligible for a Combat Zone Tax Exclusion (CTZE) per paragraphs 1-29b and 8-8b(5).
- g. Payment of incentives is not immediate under these programs. Payment processing and verification of eligibility is required before payment is made.
- h. The Department of Veterans Affairs (DVA) is the authority for all payments for each MGIB-SR Kicker program.

1-21. Continued receipt of incentives

- a. A Soldier may be eligible for continued receipt of incentive(s) when the following conditions apply:
 - (1) Normal career progression per DA Pam 611-21 (Military Occupational Classification and Structure). Exceptions are movement out of the position vacancy, CS or CUIC for which the incentive(s) was authorized due to Enlisted Promotions System (EPS) selection into an MOS in which the Soldier is fully qualified. Transfer and promotion orders must specifically state that move and promotion are due to EPS selection.
 - (2) Involuntary transfer between Army RC is due to unit transition per this regulation.
 - (3) Transfer at the convenience of the government and authorized by the CNGB. Soldier must become MOS qualified in the new skill within 24 months of transfer or incentives will be terminated 24 months after date of transfer.
 - (4) Involuntarily transferred ACASP Soldiers will continue to receive payments scheduled.
 - (5) Military personnel returning within the authorized period of non-availability may resume receipt of incentives provided their specialty skill is authorized when they return and an authorized unit vacancy in which they are MOS qualified for the Soldier's grade and specialty in an incentive eligible MOS and funding is available.
 - (a) The Soldier must agree to extend their contractual obligation for the length of time they were in a non-available status.
 - (b) A Soldier who is under an authorized period of non-availability provided they extend their enlistment within 90 days of their reassignment to retain enlistment incentives.
 - (c) Maximum authorized periods are per paragraph 1-22a.
 - (d) Soldiers who do comply with all of the above requirements will have any remaining scheduled payment entitlement dates adjusted for the amount of time spent in the non-available status.
 - (6) Mobilized Soldiers will be allowed to retain the current incentives which they had qualified to receive whether or not they are qualified in any position and position assigned to fill during mobilization. Following mobilization, the Soldier must either return to the original contracted incentive MOS and position, or choose to remain in the mobilized MOS. Soldier's who choose to remain to the originally contracted incentive MOS must be reassigned to the MOS and position for which the incentive was authorized within 180 days of release from active duty (REFRAD). Soldiers who choose to remain in the MOS in which mobilized must become duty MOS qualified within the established time constraints in effect per the FY SRIP policy in effect at contract signature date.
 - (7) During a period of suspension of favorable personnel actions, receipt of incentives is suspended. Exceptions are for APFT failures or failures to meet body fat standards as prescribed in paragraph 1-22b. When the

suspension has been favorably lifted, continued receipt of incentives is authorized provided the Soldier remains otherwise qualified. The date of entitlement will not change.

(8) Mil Tech on a temporary assignment tour for less than 180 days in a continuous 12-month period. Memorandum from the Human Resource Office (HRO) should be uploaded into the incentive management system to confirm the not to exceed (NTE) dates of the temporary position and the number of days within a continuous 12-month period.

(9) Soldiers performing Active Duty Operational Support (ADOS) and/or Full Time National Guard Duty for Operational Support (FTNGDOS) provided they remain otherwise qualified. Soldier may also qualify to reenlist/extend for incentives provided they meet the individual incentive eligibility criteria.

(10) Instructors assigned to a Regional Training Institute (RTI) MOS Immaterial (00F) duty position may retain their current incentive only in their Primary Military Occupational Specialty (PMOS) provided they remain qualified in the PMOS and meet all other requirements for the incentive. A Soldier is not eligible to extend for SRIP incentives while in this position. The Soldier must become instructor-qualified (SQI=8) within 180 days of assignment.

(11) Recruit Sustainment Program (RSP) cadre assigned to an MOS Immaterial (00F) duty position may retain their current incentives only in their PMOS provided they remain qualified in their PMOS and meet all other requirements for the incentive. A Soldier is not eligible to extend for SRIP incentives while in these positions. The Soldier must become instructor-qualified (SQI=8) within 180 days or Drill Sergeant-qualified (SQI=X) within 365 days of assignment.

(12) Applicant(s) or Soldiers contracting for an incentive to become 18 Series Duty Military Occupational Specialty Qualified (DMOSQ) or have an incentive and volunteer to become DMOSQ in an 18 Series MOS/AOC are authorized to retain their current incentives as long as they continue to serve for the complete contracted term regardless of whether or not they become DMOSQ. Those Soldiers who do not become DMOSQ in the 18 Series AOC/MOS will revert back to the eligibility conditions of their incentive addendum/written agreement.

(13) Soldiers transferring from the ARNG to the USAR on a conditional release will have their incentives terminated in the incentive management system but they will not be terminated in the Defense Joint Military Pay System - Reserve Component (DJMS-RC). These incentives will transfer to the USAR with the Soldier and the USAR will assume responsibility for processing the incentive. The discharge order, DD Form 4 and DD Form 368 (Conditional Release) must be uploaded into the Soldier's AMHRR and in the incentive management system.

(14) SLRP incentives: Enlisted Soldiers who enter an authorized commissioning program as a non-scholarship recipient and/or accept an appointment or commission as an officer or warrant officer in a SELRES may continue to receive SLRP payments as stipulated in their original contract so long as they remain otherwise qualified.

b. Continued receipt of the SLRP on transfer from the Army Reserve (USAR) to the ARNG.

(1) A USAR Soldier eligible for loan repayment in a critical MOS will retain eligibility upon transfer to the ARNG in a designated ARNG critical vacancy or MOS at the ARNG designated amount. If the transfer is based on unit transition as prescribed in paragraph *d*, below, in circumstances not requiring termination, or otherwise authorized by DARNG, the Soldier will retain entitlement under the SLRP at the ARNG designated amount.

(2) A USAR Soldier eligible for loan repayment in a higher designated amount than the ARNG will retain eligibility upon transfer to the ARNG at the USAR designated amount.

(3) If the Soldier is authorized to continue under the SLRP, a new NGB Form 600-7-5-R-E (Student Loan Repayment Program Addendum) must be prepared; however, this act does not create a new entitlement, but continues the Soldier in the existing entitlement amount as listed on the original USAR contract. The new NGB Form 600-7-5-R-E will be prepared in the gaining unit and witnessed by a Service representative in the rank of SFC or higher.

(4) A Soldier does not gain incentive eligibility simply because of a transfer from one RC to another who is offering an incentive. The transfer process does not represent a release from active duty (REFRAD), enlistment, affiliation, reenlistment, or extension requirement for incentive eligibility.

(5) A Soldier may be eligible for entitlement under the MGIB-SR with continued eligibility to a SRIP incentive.

c. For MGIB-SR Kicker incentive refer to chapter 2 section VIII or chapter 3 section V.

1-22. Suspension of incentives

a. Recipients of an incentive(s) will be suspended from the program during authorized periods of non-availability. Incentive pay is not authorized for periods of non-availability, such as -

(1) Approved transfer to the IRR or Standby Reserve per AR 135-91 or transfer to the ING per NGR 614-1. For example, a missionary obligation.

- (2) Participation in other DOD approved programs.
- (3) Approved transfer to the ING/IRR for personal reasons.
- (4) Suspension under subparagraphs (1) and (2) above will be for a maximum period of three years.

Suspension under subparagraph (3), above, is for up to one year. Non-availability in excess of the maximum period authorized will be cause for termination of incentive eligibility.

(5) Except under extraordinary circumstances, only one suspension of non-availability may be granted or imposed during each contractual period served. Requests for suspension of incentive for a period of non-availability must be justified in writing and submitted to the State IM. Additional requests for suspension of incentive for period(s) of non-availability will require an ETP request to retain incentive eligibility.

(6) In order to regain incentive eligibility, see paragraph 1-20.

b. A Soldier who has a suspension of favorable personnel action (flag) initiated per AR 600-8-2 (Suspension of Favorable Personnel Actions (Flags)) will not be processed for an initial or anniversary payment. Incentive payment(s) will be processed effective on the date the suspension is lifted, provided the Soldier is eligible. Payment date(s) of original entitlement date will not be updated to date of flag removal. This excludes flags for the APFT failure or failure to meet body fat standards.

c. As an exception, Soldiers affected by unit transition and required to change MOS/AOC but remain eligible for an incentive may receive subsequent payments before qualifying in the new specialty. The Soldier is required to become qualified in the new MOS/AOC within 24 months, plus periods of mobilization

d. When authorized, entitlement to subsequent payment will resume on the adjusted anniversary date of satisfactory creditable SELRES Service.

e. Recipients will be suspended from the program if any of the conditions in paragraph 1-19 apply.

f. Participants in receipt of a scholarship will be suspended from the SLRP while -

- (1) Participating in the SMP, effective on the start date of order to the course.
- (2) Participating in the receipt of the ROTC advanced scholarship effective on the date the class started.

(3) Soldiers that do not receive an ROTC scholarship or are in a non-scholarship status will remain eligible and will not be suspended for the SLRP provided they continue to perform military duties as specified in their original contract. Refer to paragraph 1-21a(14).

(4) Soldier must provide the State Incentive Office (SLRP/Incentive Manager) a DA Form 597 (Army Senior Reserve Officers Training Corps (ROTC) Non-scholarship Cadet Contract) to support non-scholarship status.

g. For the MGIB-SR Kicker incentive refer to chapter 2 section VIII or chapter 3 section V.

h. Any additional requirements for suspension may be directed by DARNG or the current FY SRIP policy.

1-23. Reinstatement of incentives

a. Reinstatement of an incentive(s) and resumption of subsequent payment(s) after a period of non-availability is not guaranteed. To be eligible for reinstatement a Soldier must:

(1) Complete the period of authorized non-availability within the required time limit in paragraph 1-21a(5).

(2) Extend the current contract enlistment, reenlistment/extension, affiliation, commission or appointment agreement within 90 days of returning to an active status in order to serve the full incentive contract period in the ARNG.

(3) Be assigned to a vacant position or into an existing vacancy in the SELRES authorized for the Soldier's grade and MOS in an incentive authorized unit and/or critical skill IAW current FY SRIP policy.

b. A Soldier who does not comply with the above requirements in paragraph 1-23a is subject to termination of incentive eligibility and result in recoupment of unearned amounts previously received.

c. A Soldier who complies with the above requirements in paragraph 1-23a will regain entitlement to payments on the adjusted anniversary date of satisfactory creditable service provided funding is available.

d. For MGIB-SR Kicker incentive refer to chapter 2 section VIII or chapter 3 section V.

1-24. Termination of incentives

a. Incentive eligibility and entitlement will stop when any of the termination reasons listed in paragraphs 1-25 and 1-26 or the applicable program chapters and sections apply. The Soldier will not be eligible to receive any further incentive payments, except for Service performed before the termination date. Termination of an incentive will not affect a Soldier's responsibility to serve their current statutory or contractual Service commitment.

b. The unit commander or authorized unit representative will initiate termination procedures and inform the State IM when a Soldier is not in compliance with the incentive terms and conditions.

c. For MGIB-SR Kicker incentive, refer to chapter 2 section VIII or chapter 3 section V.

1-25. Termination with recoupment of incentives

a. The conditions under which termination with recoupment of incentives is warranted are prescribed in this paragraph and also the applicable program chapters and sections of this regulation. With the exceptions of subparagraphs (1) and (2) below, recoupment conditions in this paragraph cover all incentives.

(1) The Department of Veterans Affairs (DVA) and the DFAS will recover any erroneously paid MGIB-SR Kicker incentive payments.

(2) The SLRP and CLRP are normally not recouped because time is served prior to receipt of the incentive. However, when overpayment or payment in error is made, recoupment will be processed.

b. Termination with recoupment is defined as termination of the incentive with Soldier is entitled to a prorated incentive amount based on the number of months served satisfactorily 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. Termination with recoupment will occur, if a Soldier—

(1) Becomes an unsatisfactory participant per AR 135-91. Accumulates nine or more unexcused absences within a 12-month period or fails to attend or is absent one day of annual training without the approval of the commander effective on the date on which the Soldier fails to report for. The termination date is the date of the first unexcused absence.

(2) Fails to participate satisfactorily in required training during the entire period of Service agreed to per the written agreement, unless the failure to participate satisfactorily was due to reasons beyond the control of the member (that is, death, injury, illness, or other impairments).

(3) Enlisted while attending high school and does not become a secondary school graduate within the required time limit. Termination is effective on the contract start date.

(4) Fails to become DAOCQ/DMOSQ in the AOC/MOS for which contracted per the incentive addendum/agreement and within legally prescribed timelines. Termination is effective on the contract start date.

(5) Loses MOS/AOC qualification due to denial or removal of required security clearance. The termination date is the date on the order removing the security clearance and being considered Non-DAOCQ/DMOSQ.

(6) Accepts a Title 10 or Title 32 AGR position; the effective date of entry into AGR status and has served less than the required amount of time per current DOD policy. Termination is effective the day prior to start date of the order.

(7) Accepts a position as a military technician (Mil Tech) to include temporary technician over 179 days and indefinite technician, where membership is a condition of employment, effective on the date of employment and the Soldier has served less than the required amount of time per current DOD policy. Termination is the day prior to the start date on the Standard Form (SF) 50, SF 52, or Human Resource Office (HRO) memorandum for permanent Mil Techs and on day 180 for all other Mil Techs when 179 days is exceeded in a 12-month period.

(8) Fails to become Instructor-qualified (SQI=8) within 180 days of assignment to an RTI and/or RSP cadre. The termination date is the date of the transfer order.

(9) Fails to become Drill Sergeant-qualified (SQI=X) within 365 days of the date of assignment to an RSP Drill. The termination date is the date of the transfer order.

(10) Coded as excess or over-strength, unless involuntarily placed in status due to unit transition. The termination date is the date moved into the excess position. See paragraph 1-19, Personnel movement between ARNG units.

(11) Refuses assignment within the SELRES upon current unit's transition. Termination is the effective date of assignment refusal.

(12) Voluntarily moves to a non-bonus unit or MOS unless assigned as a 09S (OCS Candidate), 09R (SMP Cadet), or as otherwise stated in this regulation. Termination is effective the date of transfer into the new MOS. See paragraph 1-19, Personnel movement between ARNG units.

(13) Voluntarily retires from active drilling status. Termination is effective the date of discharge.

(14) Voluntarily separates due to pregnancy. Termination is effective the date of discharge.

(15) Exceeds the maximum authorized period of non-availability or fails to extend the contracted term of service for an authorized period of non-availability within 90 days of returning to active drilling status. Termination date is effective the date of transfer into the ING or IRR.

(16) Separates from a SELRES unit of the ARNG for any reason. Separation includes, but is not limited to:

(a) Discharges or transfers to the ING or Retired Reserve and fails to extend for the period of service while in an authorized period of non-availability within 90 days of returning to active drilling status. Termination date is the effective date on the transfer order to the ING or IRR.

(b) Separates from the ARNG for enlistment into an AC (Regular Army, Navy,

USMC, USAF, or USCG) and receives an enlistment incentive. Termination date is the ARNG discharge date.

(c) Discharges for an Adverse Action while under a Suspension of Favorable Personnel Actions (SFPA) in which the SFPA was not favorably closed by the Commander. Termination is effective the date the SFPA was initiated, unless the SFPA was favorably closed by the Commander prior to discharge date.

(17) Separates from the ARNG due to death, injury, illness, or other impairment that is the result of the Soldier's own misconduct. Termination is effective on the date of discharge.

(18) Incentive contracts signed before or after the execution date of enlistment, reenlistment or extension. Termination is effective on the contract start date.

(19) Has exceeded the maximum authorized period of non-availability or fails to extend the contracted term of service for an authorized period of non-availability within 90 days of return to active status. Termination is effective on the date of transfer into the period of non-availability.

(20) Fails to maintain medical and dental readiness during the entire period of the service obligation, unless the failure was due to reasons outside of the Soldier's control (e.g., death, injury, or illness). The Commander will notify the State IM when a Soldier is not in compliance with command-directed orders to rectify their medical status (e.g.: dental cleaning, dental work, periodic health assessment, etc.). The termination effective date is the date the Commander requests termination.

(21) Medically discharged as a result of their own misconduct, regardless of whether they are assigned to a designated combat zone (CZ) or combat-related operation. The termination date is the ARNG discharge date.

(22) Discharged from the ARNG for any reason unless otherwise noted in this regulation or in the current ARNG SRIP policy. Termination effective date is the ARNG discharge date.

c. Collection procedures for the recoupment of incentive payments will be per DOD FMR 7000.14-R, volume 7A, chapter 2.

d. All debts to the U.S. Government will be submitted for collection from the ARNG. Delinquent repayment(s) will result in the collection of interest on the remaining balance per Title 10 USC 2005.

e. The recoupment amount is based on the following formula: basic incentive received multiplied by the basic obligated months not completed divided by total obligated months in a contract (for example, 72 months is total obligated months in a six-year contract).

(1) Calculated overpayments to the Soldier will be recouped.

(2) Calculated underpayments will be paid to the Soldier.

f. The State IM is responsible for initiating recoupment procedures when a Soldier's incentive is terminated from continued eligibility and recoupment is required.

g. Any refund made by a Soldier under recoupment procedures will not affect that Soldier's period of obligation. A member in the ARNG must serve the balance of the term of Service entered into contractually or by statutory requirements.

h. Commanders will refer to the Chief, Incentives Oversight Branch (ARNG-HRM-I) for resolution and consideration of an exception to policy in doubtful cases, in which recoupment would be contrary to personnel policy or other management objectives, against equity or good conscience or contrary to the best interests of the U.S. and clearly in the best interest of the Army National Guard.

i. The SLRP/CLRP will be recouped for the following reasons:

(1) Erroneous receipt of anniversary payments when not eligible or authorized.

(2) Overpayment of anniversary payments.

(3) Receives more than the maximum amount payable under this program.

j. When relief is not granted through the waiver process from incentives received, the member must refund a pro-rata amount to the Government when termination is due to reasons outlined above.

k. For MGIB-SR Kicker incentive refer to chapter 2 section VIII or chapter 3 section V.

1-26. Termination without recoupment

a. The conditions under which termination without recoupment of incentives is warranted are prescribed in this paragraph and also the applicable program chapters and sections of this regulation. The effective date of the termination will be the effective date of the action. Payments due prior to the effective date will be paid to the Soldier. Payments due after the effective date of the action will be canceled and will not be paid to the Soldier.

(1) Enlist while attending high school at time of enlistment and does not become a high school diploma graduate as per AR 601-210 or within the prescribed time period as in the current FY SRIP policy. Termination effective date will be the contract start date.

(2) Fails to ship within the required time period per current SRIP policy. Termination effective date will be the contract start date.

(3) Involuntary separation as a result of unit transition or a DOD directed

reduction in force. Termination effective date is the date of discharge.

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

(5) 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.

(6) Fails to become DMOSQ in contracted incentive from date of enlistment per SRIP policy when no payments are authorized prior to DMOS/DAOC qualification. Termination effective date will be the contract start date. If time to complete training was extended due to no fault of the Soldier, it will be evaluated on a case by case basis per chapter 5.

(7) Ordered to Extended Active Duty (EAD) (voluntarily or involuntarily) and accessed in the Active Army end strength. Additionally, those on EAD can still be a Troop Program Unit (TPU) Soldier. Termination effective date is the date of transfer or discharge.

(8) Accepts an AGR position and has served the required amount of time per current SRIP policy. The termination effective date is one day prior to the start date of the AGR tour.

(9) Accepts position as a Mil Tech (includes temporary technician/indefinite technician over 179 consecutive days) where membership is a condition of employment and has served the required amount of time per current SRIP policy. The termination effective date is the day prior to entry as a permanent technician or day 180 for temporary/indefinite technicians.

(10) Paid a bonus, education incentive or special pay for a period of enlistment (or reenlistment) in a component of the Army (Active, USAR, or ARNG) who is discharged for immediate reenlistment in any other component of the Army (Active, USAR, or ARNG) or any other U.S. Military Service (AC or RC) for which no bonus, education incentive or special pay is paid, may be considered to have completed the full term of Service specified in the former enlistment contract, provided the term of the latter reenlistment includes the remaining period of Service from the former enlistment.

(11) Serves at least one day of their enlisted incentive contract past the initial contract payment date and becomes a part of the SMP of an authorized commissioning program or accepts an immediate commission as an officer or warrant officer. The termination effective date is the date the Soldier signs the SMP contract or the enlisted discharge date.

(12) Serves at least one day of their enlisted incentive contract past the initial contract payment date and accepts a ROTC scholarship. Termination effective date is the college class start date as noted on the DA Form 597-3.

(13) Acceptance of an immediate appointment as a commissioned officer or warrant officer in any component of the Army other than the ARNG, excluding the IRR or ING. An enlisted Soldier accepting an appointment as a commissioned officer or warrant officer is not subject to recoupment of any enlistment, reenlistment or extension incentive, including lump sum payments. However, Soldiers who are commissioned and receive an officer accession bonus will have their enlisted incentive terminated without recoupment. Termination effective date is the day of discharge as an enlisted Soldier (date prior to commissioning).

(14) Involuntarily ordered to retire. Termination effective date is date of discharge.

(15) Discharged for hardship reasons per applicable separation policy. Termination effective date is date of discharge.

(16) Discharged due to sole survivorship. The termination effective date is the ARNG date of discharge.

(17) Discharged due to injury or illness that occurred or was detected while assigned in a TPU status.

Reason for medical discharge must not be a result of Soldier's own misconduct. Termination effective date is ARNG date of discharge.

j. Cases requiring further examination will be referred to the Chief of Incentives Oversight Branch (ARNG-HRM-I) for resolution and consideration for waiver or exception to determine if recoupment should be waived.

k. For MGIB-SR Kicker incentive, refer to chapter 2, section VIII or chapter 3, section V.

1-27. ARNG Exceptions to Policy (ETP) request

All ETPs will be initiated by the Soldier and routed through their chain of command to the State IM and the State G1 as established in Chapter 5-3 (State Level). The State Level will evaluate all ETP's received on a case-by-case basis and route them to the appropriate level for final determination. Once a final determination has been made at the established level according to a and b below, the case will be considered to have met the exhaustion of administrative remedies requirements of AR 15-185. The Soldier may then file an application to the ABCMR in accordance with AR 15-185 if there is an alleged error or injustice still existing.

a. State level action authorized:

(1) ETP denial (only) for requests that meet the following criteria and delegation has been given by ARNG G-1.

- (a) No recoupment action is required.
 - (b) Funds have not been disbursed to Soldier.
 - (c)) ARNG does not have authority to approve due to violation of law or Department of Defense Instruction (DoDI).
 - (d) Termination of the incentive has been completed in the incentive management system and the debt has been initiated in DJMS or through Out of Service Debt and Claims.
- (2) Administrative corrections as outlined in Chapter 6.
- b. ARNG is the only level authorized to:
- (1) Approve any ETP.
 - (2) Grant relief from recoupment, on a case-by-case basis, prior to the debt being established by the Defense Finance and Accounting Service (DFAS).

1-28. Claims requiring ABCMR determination

- a. Title 10, United States Code Section 1552 governs the correction of military records. This law gives the Service member the right to apply to the ABCMR to correct errors or injustice in your military records.
- b. Current and former Service Members of the ARNG may apply for a correction of error or injustice involving the correction or amendment of dates or terms of service in enlistment, accession, affiliation, reenlistment /extension, commission or appointment incentive agreements. Public law requires that a request for correction of military records is submitted within 3 years after the error or injustice occurs, or within 3 years after discovering the error or injustice.
- c. If a Service Member's ETP is a violation of the law and submission of an ETP does not meet the requirements laid out in section 1-27, delegation may be given to State TAGs by the ARNG-G1 to submit a memorandum for those ABCMR cases that do not require recoupment actions. Refer to Appendix H draft memorandum for ABCMR actions.

1-29. Deploying and deployed Soldier

- a. Soldiers deploying under Title 10 USC 12301(d) or serving under Contingency Operation for Active Duty Operational Support (CO-ADOS) orders in support of a named contingency operation where Partial Mobilization has been declared are subject to the provisions of the current ARNG SRIP policy.
- b. Combat Zone Tax Exclusion (CTZE). Effective 21 March 1996, per Department of Defense Financial Management Regulation (DOD FAR), volume A, chapter 44 authorizes an enlisted member or warrant officer on the date of contract execution of an incentive agreement, who is otherwise fully qualified for any part of which such members perform active duty in a combat zone or qualified hazardous duty area (HAD) (defined in subparagraph 440103.B), qualify them for CZTE and will be eligible for a refund or an adjusted W-2 under subparagraph 44103.C. For commissioned officers, no more than an amount equal to the maximum CZTE in effect for any month during any part of which such officers perform active duty in a combat zone or QHDA, qualify them for combat zone or qualified hazardous duty area tax exclusion under subparagraph 44103.C.
- c. A Soldier with an active incentive that is deploying or is deployed remains eligible to receive scheduled payments for incentives as annotated below:
 - (1) Cross-leveled into an MOS/AOC for which they are not qualified or who is placed into an MOS/AOC immaterial position (00F/01A).
 - (2) A Soldier placed in a 00F/01A position or cross-leveled into an MOS/AOC they are not qualified in for deployment/mobilization must be reassigned as the primary position holder in the same MOS/AOC for which contracted within 180 days from REFRAD or the incentive will be terminated with recoupment effective on the REFRAD date as annotated on the Soldier's DD Form 214/215.
 - (3) A Soldier must be transferred as the primary position holder in the MOS/AOC for which the incentive was contracted for within 180 days from REFRAD or the incentive will be terminated with recoupment effective on the REFRAD date as annotated on the Soldier's DD Form 214/215 unless otherwise determined by current ARNG SRIP policy.
- d. A Soldier entering the 365-91-day REB eligibility window, not DMOSQ due to being deployed, and is otherwise eligible may reenlist/extend for the REB. The REB payment will be processed the same as if the Soldier was DMOSQ provided the Soldier is reassigned as the primary position holder in the contracted MOS only and complies with paragraph 1-29c.
- e. An Applicant or Soldier may not enlist or affiliate for an incentive into a position vacated by a Soldier who was cross-leveled to another unit for deployment or mobilization.

f. An Applicant/Soldier and Officer/Warrant Officer must enlist, affiliate, or be assigned into a valid vacancy in any derivative Unit Identification Code (UIC) Rear Element created as a result of the forward element deploying as long as the position was not previously filled from a cross-leveled Soldier in which the Soldier, upon completion of the deployment/mobilization, will be returning. (Note: Incentives are not authorized for any manually-created rear element vacancy.)

g. A Soldier assigned to a deploying unit that is determined to be non-deployable may be transferred to another unit or a derivative UIC for the duration of the unit's deployment and retain their incentive eligibility. The Soldier whose transfer takes them out of contract eligibility for their incentive must be transferred back to the original unit within 180 days of the unit's REFRAD. If the incentive is dependent upon a specific MOS, the Soldier must be returned to the MOS for which the incentive was awarded.

h. A Soldier transferred to the ARNG Medical Management Activity (MMA) will remain eligible for future payments if contracted for the incentive prior to transfer to the ARNG MMA. The Soldier is not eligible to contract for new incentives while in a medically non-available status. A Soldier must be transferred back to their original unit and/or be assigned as the primary position holder in the contracted MOS within 180 days of release from the MMA.

1-30. Disposition of incentives for deceased members of the ARNG

a. Disposition of incentives for deceased members of the ARNG described under Title 37 USC 373 will be made by the DFAS:

b. The IM will ensure that the USPFO or Casualty Assistance Officer has a copy of the deceased Soldier's incentive addendums and will follow the procedures outlined in the current ARNG SRIP policy in order to close the record in the incentive management system.

Chapter 2 Enlisted Incentives

Section I Non-Prior Service Enlistment Bonus (NPSEB)

2-1. General

Under the provisions of Title 37 USC 308c, this incentive is offered to applicants who have not previously served in the armed forces who enlist in the SELRES of an armed force for a period of not less than three years. Applicant must agree to serve in a critical military skill designated for such an incentive by the Secretary concerned and execute a written agreement to serve as an enlisted member in the SELRES. Applicant must meet the eligibility criteria for enlistment as a Non-prior service (NPS) applicant as prescribed by governing law, DODI, DA, ARNG regulations or as outlined in the current FY SRIP Policy.

2-2. Entitlement

Entitlement for an incentive begins on the date the oath of enlistment is rendered. The unit Commander must ensure that Soldiers are counseled when they enlist, acknowledging that they will not immediately receive payments under this program. Payments will be processed through personnel pay channels upon verification of all contractual documentation and if the terms and conditions outlined in the incentive agreement are met.

2-3. Eligibility

Applicant must:

a. Contract for an eight year term of service of which not less than three years must be served in a drilling status in the ARNG with the remaining portion of the MSO in the IRR or ING and approved for incentive entitlement by the DARNG as outlined in the current FY SRIP policy.

b. Enlist for the minimum term of service required and be trained in a critical skill and/or a critical unit, which is approved for bonus entitlement by the DARNG and current FY SRIP policy.

c. Meet current FY SRIP policy educational requirements.

d. Meet minimum Armed Forces Qualification Test (AFQT) score per current FY SRIP policy.

e. Fill a valid vacant position and not an excess, over-strength, or manually-loaded vacancy.

f. Not enlist to qualify for a military technician (includes temporary and indefinite technician positions unless the temporary position is for 179 days or less) or an AGR position or Title 10 or Title 32.

g. Execute a written agreement to serve as an enlisted member in the SELRES.

h. Meet additional requirements as directed by the DARNG or the current FY SRIP policy.

2-4. Military Entrance Processing Station (MEPS) processing

The Applicant must:

- a.* Fill a valid vacant position and not an excess, over-strength, or manually loaded vacancy as established in paragraph 1-9.
- b.* Process incentive at the Military Entrance Processing Station (MEPS) per AR 601-210.
- c.* Accept a Non Prior Service Enlistment Bonus (NPSEB) incentive that has been awarded through the Recruit Quota System (REQUEST).
- d.* Only be offered incentive if funding is available.
- e.* Have an incentive written agreement with a valid bonus control number on the addenda approved through the incentive management system. Refer to paragraph 1-16 for exception.
- f.* Incentive written agreement is not valid if executed prior to or after the date the oath of enlistment is rendered. Refer to paragraph 1-16 for exception.
- g.* Execute incentive written agreement containing signatures and dates of all required signature authorities on the agreement and must correspond to the date of enlistment annotated on the Enlistment/Reenlistment Document Armed Forces of the United States (DD Form 4/1) in order to be valid.
- h.* Execute incentive written agreement containing a Reservation Transaction Identification Number (RTID) associated with the approved incentive in the incentive management system, which is only valid on the date that the oath of enlistment is executed at the MEPS.
- i.* Process through the Recruiter Temporary Reservation System (RTRS), report to MEPS and enlist within seven days of the reservation date in order to secure the vacancy associated with the incentive.
- j.* Enlistments for the NPSEB will be executed within current regulatory guidance and any additional requirements directed by DARNG or the current FY SRIP policy.
- k.* For all other processing steps refer to the incentives management system user guide. Information on where to find this user guide can be found in the current FY SRIP policy

Section II

Prior Service Enlistment Bonus (PSEB)

2-5. General

Under the provisions of Title 37 USC 308i, this incentive is offered to an applicant who is a former enlisted member of an armed force who enlists in the SELRES of an armed force for a period of three or six years in a critical skill designated for such an incentive by the Secretary concerned. Applicant must execute a written agreement to serve as an enlisted member in the SELRES and meet the eligibility criteria for enlistment as a Prior service (PS) applicant as prescribed by governing law, DODI, DA, ARNG regulations or as outlined in the current FY SRIP policy .

2-6. Entitlement

Entitlement for incentive begins on the date the oath of enlistment is rendered. The unit Commander must ensure that Soldiers are counseled when they enlist, acknowledging that they will not immediately receive payments under this program. Payments will be processed through personnel pay channels upon verification of all contractual documentation and meeting the terms and conditions outlined in the incentive agreement.

2-7. Eligibility

Applicant must:

- a.* Contract for no less than a three or six year term of service approved for incentive entitlement by the DARNG as outlined in the current FY SRIP policy.
- b.* Have less than 16 years of total military service.
- c.* Have received an honorable discharge at the conclusion of all prior periods of service. (Exception: Soldiers who completed Initial Active Duty for Training (IADT) with an uncharacterized discharge.)
- d.* Not have been released, or is not being released, from active service for the purpose of enlistment in a reserve component.
- e.* Be projected to occupy, or is occupying, a position as a member of the SELRES in a specialty in which the person –
 - (1)* Successfully served while a member on active duty and attained a level of qualification while on active duty commensurate with the grade and years of service of the member.

(2) Completes training or retraining in the specialty skill that is designated as critically short and attained a level of qualification in the specialty skill that is commensurate with the grade and years of service of the member.

- f.* Meet minimum AFQT score per current FY SRIP policy
- g.* Fill a valid vacant position and not an excess, over-strength, or manually-loaded vacancy.
- h.* Not enlist to qualify for a military technician (includes Temporary and Indefinite Technician positions unless the temporary position is for 179 days or less) or Active Guard Reserve (AGR) position Title 10 or Title 32. Please refer to paragraph 1-21.
- i.* Execute a written agreement to serve as an enlisted member in the SELRES.
- j.* Meet additional requirements directed by DARNG or the current FY SRIP policy.

2-8. Processing

a. Applicant must fill a valid vacant position and not an excess, over-strength, or manually-loaded vacancy as established in paragraph 1-9.

b. Incentive must be processed at the Military Entrance Processing Station (MEPS) per AR 601-210 paragraph 6-5 (with exception of Reserve Component Career Counselor (RCCC) enlistments) unless otherwise directed per FY SRIP policy in effect.

c. Applicant must accept a PSEB SRIP incentive that has been awarded through the REQUEST system via the ARNG incentives system.

d. Only be offered incentive if funding is available.

e. Applicant must have an incentive written agreement with a valid bonus control number on the addenda approved through REQUEST or the incentive management system. Refer to paragraph 1-16 for exception.

f. The incentive written agreement is not valid if executed prior to or after the date the oath of enlistment is rendered. Refer to paragraph 1-16 for exception.

g. The incentive written agreement must contain signatures and dates of all required signature authorities on the agreement and must correspond to the date of enlistment annotated on the DD Form 4/1 in order to be valid.

h. The incentive written agreement must contain a Reservation Transaction Identification Number (RTID) associated with the approved incentive in the incentive management system, which is only valid on the date that the oath of enlistment is executed at the MEPS.

i. Enlistments for the PSEB will be executed within current regulatory guidance and any additional requirements directed by DARNG or the current FY SRIP policy.

j. For all other processing steps refer to the incentives management system user guide. Information on where to find this user guide can be found in the current FY SRIP policy in effect.

Section III

Enlisted Affiliation Bonus (EAB)

2-9. General

Under the provisions of Title 37 USC 308c this incentive is offered to an applicant who is a former enlisted member of an armed force who enlists in the SELRES of an armed force for a period of not less than three years in a critical skill, unit, or pay grade designated by the Secretary concerned, after being discharged or released from active duty under honorable conditions. Soldier must execute a written agreement to serve as enlisted member in the SELRES and meet the eligibility criteria for affiliation as prescribed by governing law, DODI, DA, ARNG regulations or as outlined in the current FY SRIP policy.

2-10. Entitlement

Entitlement for incentive begins on the date of accession to the ARNG. The unit Commander must ensure that Soldiers are counseled when they affiliate, that they will not receive payments immediately under this program. Payments will be processed through personnel pay channels upon verification of all contractual documentation and meeting the terms and conditions outlined in the incentive agreement.

2-11. Eligibility

The Applicant must:

a. Contract for not less than a three year term of service for approved incentive entitlement by the DARNG as outlined in the current FY SRIP policy.

b. Have completed fewer than 20 years of total military service upon execution of the written contract and received an honorable discharge at the conclusion of all prior periods of service or as outlined in the current FY SRIP policy.

c. Meet the reentry and separation program designator code (SPD) requirements for affiliation in accordance with AR 601-210, paragraphs 3-21 through 3-23 and associated tables or changes as noted within the current FY SRIP policy.

d. Be projected to occupy or is occupying, a position as a member of the SELRES in a specialty in which the person -

(1) Successfully served while a member on active duty and attained a level of qualification while on active duty commensurate with the grade and years of service of the member.

(2) Complete training or retraining in the specialty skill that is designated as critically short and attained a level of qualification in the specialty skill that is commensurate with the Soldier's grade and years of service if affiliating Non-DMOSQ.

e. Meet minimum AFQT score requirements per current FY SRIP policy.

f. Fill a valid vacant position and not an excess, over-strength, or manually-loaded vacancy.

g. Not enlisting to qualify for a military technician (includes temporary and indefinite technician positions unless the temporary position is for 179 days or less) or Active Guard Reserve (AGR) position Title 10 or Title 32.

h. Execute a written agreement to serve as an enlisted member in the SELRES.

i. Meet additional requirements directed by DARNG or the current FY SRIP policy.

2-12. Processing

a. Applicant must fill a valid vacant position and not an excess, over-strength, or manually-loaded vacancy.

b. Applicant must accept an EAB SRIP incentive that has been awarded through the ARNG incentive management system.

c. Only be offered incentive if funding is available.

d. Applicant must have an incentive written agreement with a valid bonus control number on the addenda approved and generated through the incentive management system.

e. The incentive written agreement is not valid if executed prior to or after the date of the DD Form 4 execution. Refer to paragraph 1-16 for exception.

f. The incentive written agreement must contain signatures and dates of all required signature authorities on the agreement and must correspond to the date of affiliation annotated on the DD Form 4/1 in order to be valid.

g. The incentive written agreement must contain an approved ARNG incentives system control number, which is only valid on the date of the DD Form 4 execution.

h. RCCC enlistments for an EAB will be executed within current guidance and any additional requirements directed by DARNG or the current FY SRIP policy.

i. For all other processing steps refer to the incentives management system user guide. Information on where to find this user guide can be found in the current FY SRIP policy in effect.

Section IV

Reenlistment/Extension Bonus (REB)

2-13. General

Under the provisions of Title 37 USC 308b an enlisted member of the SELRES who has completed less than 20 years of total military service and who voluntarily reenlists or extends in a designated skill or unit for at least three years may be paid an REB the day after their current scheduled Expiration Term of Service (ETS). Any portion of a term of reenlistment or extension of enlistment of a member that, when added to the total years of service of the member at the time of discharge or release exceeds 24 years may not be used in computing the total incentive amount. Soldier reenlisting or extending for this incentive must execute a written agreement to serve as an enlisted member in the SELRES and meet the eligibility criteria in accordance with governing law, DODI, DA, ARNG regulations or as outlined in the current FY SRIP policy.

2-14. Entitlement

Entitlement to an REB for an immediate reenlistment or extension begins on the date after ETS. The unit commander must ensure that Soldiers are counseled when they reenlist, or extend that they will not receive payments immediately under this program. Payments will be processed through personnel pay channels upon verification of all contractual documentation and meeting the terms and conditions outlined in the incentive agreement.

2-15. Eligibility

The Soldier must:

- a.* Contract for not less than a three or six year term of service approved for incentive entitlement by the DARNG as outlined in the current FY SRIP policy.
- b.* Be the primary position holder, not in an over-strength or excess status (including a deployed Soldier coded 9993 in SIDPERS) and in an MOS that matches the authorized military grade and skill qualification commensurate with the position for which reenlisting/extending or as authorized by current FY SRIP policy.
- c.* Reenlist/extend duty MOS qualified (DMOSQ) unless they are:
 - (1)* Non-DMOSQ due to unit transition (reorganization, inactivation, or relocation). A Soldier who is non-DMOSQ due to unit transition at the time of extension must become DMOSQ within 24 months from the contract start date.
 - (2)* Non-DMOSQ due to deployment outside the continental United States (OCONUS) under mobilization orders Title 10 USC 12301(d), Title 10 USC 12302, or Title 10 USC 12406. A Soldier who is non-DMOSQ due to deployment OCONUS must reenlist/extend IAW current FY SRIP policy.
 - (3)* Refer to paragraph 1-29 Deploying and deployed Soldiers and paragraph 1-19 Personnel movement between ARNG units.
- d.* Have less than 20 years time in service at time of current ETS to include one inclusive day. This service is computed from the Soldier's PEBD.
- e.* Be within 365 days of, or 24 hours after, the ETS of their current ARNG enlistment, reenlistment or extension contract. The second or subsequent voluntary enrollment in the ARNG within 24 hours of separation (immediate reenlistment) allows for continuation of active ARNG Service with the ARNG of the same State, Territory, or District.
- f.* Not be under any current flag(s).
- g.* Not be in any permanent or indefinite military technician assignment which requires dual status (to include those that are on Leave without Pay). In addition, the Soldier must not be assigned as a dual status temporary technician for more than 180 days in any continuous 12-month period.
- h.* Not be in Active Guard Reserve (AGR) status (Title 32 or Title 10). This includes any AGR Soldier in a Troop Program Unit (TPU) status while deployed.
- i.* Be a satisfactory participant in the SELRES.
- j.* Reenlist or extend for the required term in either a critical skill or critical unit as designated by the current FY SRIP policy in effect on the date the REB addendum is approved within the ARNG incentive management system.
- k.* Execute a written agreement generated by the ARNG incentive management system on the same date as either the DD Form 4 (for immediate reenlistment) or DA Form 4836 (for extension) used to affect the reenlistment/extension. The addendum must contain signatures and dates of all required signature authorities on the agreement on the same date as annotated above.
- l.* Only be offered incentive if funding is available.

2-16. Processing

- a.* REB addendums are only valid when the incentive written agreement has a bonus control number on the addenda approved and generated through the incentive management system only. Refer to paragraph 1-16 for exception.
- b.* Reenlistment or extension for an REB will be executed within current guidance and any additional requirements directed by DARNG or the current FY SRIP policy.
- c.* For all other processing steps refer to the incentives management system user guide or as outlined in the current FY SRIP policy in effect.

2-17. Computation of service years

Service years are computed from the Soldier's PEBD.

Section V

Military Occupational Specialty Conversion Bonus (MOSCB)

2-18. General

Under the provisions of Title 37 USC 326, the Secretary concerned may pay a bonus under this section to an eligible member of a regular or reserve component of the armed forces who executes a written agreement to convert to, and serve for a period of not less than three years in a military occupational specialty for which there is a shortage of

trained and qualified personnel. Soldier must meet the eligibility criteria in accordance with governing law, DODI, DA, ARNG regulations or as outlined in the current FY SRIP policy.

2-19. Entitlement

- a.* The CNGB will determine the designated shortage skill per the current FY SRIP policy. The ARNG will pay a lump sum payment to the authorized shortage military occupational specialty (MOS).
- b.* Eligibility for this incentive is IAW current FY SRIP policy.

2-20. Eligibility

Soldier must:

- a.* Execute an MOSCB written agreement to convert to a designated CS MOS for not less than a three-year term of service from completion of training and award of MOSCB MOS approved for incentive entitlement as outlined in the current FY SRIP policy.
- b.* Extend for the minimum period necessary to meet the Training and Doctrine Command (TRADOC) service-remaining requirement in order to attend training only if the Soldier has less than the required service remaining to attend the new MOSCB MOS training course.
- c.* Be in pay grade E-6 and have not less than 10 years time in service for (computed from PEBD) at time of signing written agreement.
- d.* Be in pay grade E-5 and below regardless of TIS at the time of signing written agreement.
- e.* Not be under any current flag(s).
- g.* Not signing the agreement in order to qualify for a military technician (includes temporary and indefinite technician positions unless the temporary position is for 179 days or less) or Active Guard Reserve (AGR) position Title 10 or Title 32. This includes any AGR Soldier in a Troop Program Unit (TPU) status while deployed.
- h.* Be a satisfactory participant in the SELRES.
- i.* Execute a written agreement to serve as a member in the SELRES.
- j.* Meet additional requirements directed by DARNG or the current FY SRIP policy.

2-21. Processing

- a.* The MOSCB written agreement is only valid when the incentive written agreement has a bonus control number on the agreement approved and generated through the incentive management system. Refer to paragraph 1-16 for exception.
- b.* MOSCB agreements will be executed within current guidance and any additional requirements directed by DARNG or the current FY SRIP policy.
- c.* For all other processing steps refer to the incentives management system user guide. Information on where to find this user guide can be found in the current FY SRIP policy in effect.

2-22. Computation of service years

Service years are computed from the Soldier's PEBD.

Section VII

Student Loan Repayment Program (SLRP)

2-23. General

- a.* Public Law 99-145, section 671(a)(1), and Title 10 USC 16301 authorizes the education loan repayment program for qualified members of SELRES enlisted personnel with loans made, insured, or guaranteed under part B of Title IV of the Higher Education Act of 1965 (Title 20 USC 1071 et seq.), any loan made under part D of such title (Title 20 USC 1087a et seq) or any loan made under part E of such title (Title 20 USC 1087aa et seq). Repayment of any such loan will be made on the basis of each complete year of service performed by the borrower.
- b.* Soldier must meet the eligibility criteria in accordance with governing law, DODI, DA, ARNG regulations or as outlined in the current FY SRIP policy.

2-24. Eligibility

- a.* The SLRP may be offered to non prior service (NPS) applicant who meets the following requirements:
 - (1) Enlist for a minimum of six year obligation
 - (2) Enlist into a Critical Skill vacancy which is approved for SLRP entitlement by DARNG as outlined in the current FY SRIP policy.

- (2) Enlist in a valid vacant position and not an excess, over-strength, or manually loaded vacancy as established in paragraph 1-9.
- (3) Have one or more disbursed qualifying loan(s) that were Pre-Approved in the incentive management system as authorized by current FY SRIP policy.
- (4) Meet the minimum AFQT score per current FY SRIP policy.
- (5) Be a secondary school graduate.
- (6) Not enlisting to qualify for a military technician (includes Temporary and Indefinite Technician position unless the temporary position is for 179 days or less) or Active Guard Reserve (AGR) position Title 10 or Title 32.
- (7) Must have a pre-approval authorized prior to signature date from the ARNG incentive management system IAW current FY SRIP policy.

b. The SLRP may be offered to Prior Service (PS) enlistees, and current ARNG members who meet the following requirements:

- (1) Soldiers who previously contracted for SLRP in the SELRES are only entitled to the maximum benefit established by the original contract, minus any amount previously paid under the contract.
- (2) Enlist/affiliate or reenlist/extend for a minimum of three years.
- (3) Enlist/affiliate or reenlist/extend DMOSQ.
- (4) Soldiers who have previously contracted for SLRP and have completed the contract term in the SELRES are not authorized another SLRP.
- (5) Enlist into valid CS vacancy or reenlist/extend as the primary position holder (not coded excess) in a grade commensurate with the position IAW current FY SRIP policy.
- (6) Meet the minimum AFQT requirements
- (7) Have one or more disbursed qualifying loan(s) as per current FY SRIP policy.
- (8) Not enlisting/affiliating to qualify/or serve in any permanent or indefinite military technician assignment which requires dual status (to include those that are on Leave without Pay).
- (9) Not enlisting to qualify/or serving in Active Guard Reserve (AGR) status (Title 32 or Title 10). This includes any AGR Soldier in a Troop Program Unit (TPU) status while deployed.
- (10) Be within 365 days of, or 24 hours after, the ETS of their current ARNG enlistment, reenlistment or extension contract. The second or subsequent voluntary enrollment in the ARNG within 24 hours of separation (immediate reenlistment) allows for continuation of active ARNG Service with the ARNG of the same State, Territory, or District.
- (11) Must have a pre-approval authorized prior to signature date from the ARNG incentive management system IAW current FY SRIP policy.

c. The SLRP is offered to NPS or PS enlisting under the 09S (Officer Candidate School (OCS) Enlistment option in addition to general SLRP eligibility requirements, must also meet the following specific criteria:

- (1) Enlist for a minimum of six years.
- (2) Have a minimum of 90 post secondary semester hours or equivalent, bachelor's degree or higher, verified by a copy of an official transcript.
- (3) Meet the current AFQT requirements as annotated within the current FY SRIP policy.
- (4) Have not previously received SLRP.
- (5) Must have a pre-approval authorized prior to signature date from the ARNG incentive management system IAW current FY SRIP policy.

d. Additional requirements may be found in the current FY SRIP policy. .

2-25. Eligible loans

- a. Loans that are eligible for repayment must be stipulated under Title 10 U.S.C Section 16301. SLRP qualifying loans will be per current FY SRIP policy.
- b. The total amount that will be repaid on all loans on behalf of any member under this program will not exceed the program maximum amount authorized by FY SRIP policy at time of signature.
- c. Loan(s) in default at the time of enlistment, reenlistment, or extension are not eligible for repayment under this program.
- d. Loans that fall into default prior to, and remain in default at the time of the scheduled annual payment will not be processed at that time. Repayment of loans that fell into default may be eligible for repayment on the following anniversary date provided they are not still in default. It is the Soldier's responsibility to ensure loans do not go into default.
- e. Loans must be one year old or older before payment may be processed.

2-26. Processing

The Applicant must:

- a.* Fill a valid vacant position and not an excess, over-strength, or manually loaded vacancy as established in paragraph 1-9.
- b.* Accept a Student Loan Repayment Program (SLRP) incentive that has been awarded through the Recruit Quota System (REQUEST) or the ARNG incentive management system.
- c.* Only be offered incentive if funding is available.
- d.* Have an incentive written agreement with a valid bonus control number on the addenda approved through the incentive management system. Refer to paragraph 1-16 for exception.
- e.* Incentive written agreement is not valid if executed prior to or after the date the oath of enlistment, reenlistment/extension or affiliation is rendered. Refer to paragraph 1-16 for exception.
- f.* Execute incentive written agreement containing signatures and dates of all required signature authorities on the agreement and must correspond to the date of enlistment, enlistment, reenlistment/extension or affiliation
- g.* For all other processing steps refer to the incentives management system user guide. Information on where to find this user guide can be found in the current FY SRIP.

2-27. Entitlement

- a.* Repayment of such loan(s) annotated in Section 2-25 shall be made on the basis of each complete year of service performed by the borrower.
- b.* The portion or amount of a loan that may be repaid under Section 2-25 is 15 percent or \$500, whichever is greater, for each year of service, plus the amount of any interest that may accrue during the current year.
- c.* A lender or note holder may consolidate all previous loan(s) into a new note each time a Soldier obtains a new loan to cover the current year's expenses or when the note is sold to a new lender. However, when the Soldier reaches the anniversary date and the loan is still not at least 12 months old, disbursement will be made based on that portion of the consolidation loan (the original principal plus interest) which is 12 months old when the Soldier reaches his/her anniversary date.
- d.* Nothing in this section will be construed to authorize refunding any repayment of a loan. This includes payment made against the loan by any individual or agency, including the member.
- e.* Complete processing steps can be found in the incentives management system user guide. Information on where to find this user guide can be found in the current FY SRIP policy in effect

2-28. Soldier responsibilities

- a.* Provide copies of loan documentation as stated by current FY SRIP policy to Retention NCO or unit administrator.
- b.* Complete Annual Loan Repayment DD Form 2475 (DoD Educational Loan Repayment Program) each anniversary year upon receipt from Incentive Manager, or unit administrator.
- c.* Maintain current mailing address on file with the government.
- d.* Maintain loan account(s) in good standing. The government will not make payment(s) on defaulted loans.
- e.* Update State Incentive Office when changes occur to the loan(s) (i.e. account number, lenders name and address).

2-29. Incentive Manager Responsibilities

- a.* The SLRP addendum is valid only when the control numbers are generated by the incentive management system on the date of Enlistment, Re-enlistment/Extension, or within the authorized number of days stipulated by current FY policy prior to Affiliation into the ARNG. Refer to paragraph 1-16 for exception.
- b.* Ensure all loan(s) associated with the contract are loaded into the incentive management system along with supporting documentation.
- c.* Upon Interstate Transfer (IST), send all corresponding documentation to gaining State.
- d.* Upon discharge of a Soldier with SLRP, add the SLRP file to the State archive file.
- e.* Upon transfer of a Soldier with SLRP to the USAR, the Soldier's SLRP file must be forwarded to the gaining unit.
- f.* For all other processing steps refer to incentive management system user guide. Information where to find this user guide can be found in the current FY SRIP policy in effect.

2-30. Commander responsibilities

a. Commanders will ensure that a Soldier who contracts for the SLRP has been counseled by a service representative regarding the Soldier's obligations and responsibilities as cited on the Student Loan Repayment Program Addendum.

b. Commanders should ensure the Soldier is aware that it is the Soldier's responsibility to:

(1) Make arrangements for deferment or forbearance with lenders or notes holders on loans which are falling due; and

(2) Initiate the request for loan(s) repayment during each year the Soldier meets the requirements cited on Student Loan Repayment Program Addendum by completing DD Form 2475 and submitting it to the personnel officials of their assigned command.

c. For all other processing steps refer to incentive management system user guide. Information where to find this user guide can be found in the current FY SRIP policy.

2-31. Administration

a. Written agreements/addendums (NGB Form 600-7-5-R-E) will be published by NGB as required.

b. The Loan Repayment Program Annual Application Form (DD Form 2475) is initiated on a Soldier's anniversary date and used to process claims of eligible participants.

Section IV

Continued Receipt, Suspension, Reinstatement, and Termination of Enlisted Incentives (NPSEB, PSEB, EAB, REB and SLRP)

2-32. Continued receipt of incentives

Recipient of an incentive may be eligible for continued receipt provided they meet the following conditions stated in paragraph 1-21.

2-33. Suspension of incentives

Recipient of an incentive will be suspended from the program if they enter any of the conditions stated in paragraph 1-22, if applicable. Unit commanders or their representatives will notify the State IM when a suspension condition occurs.

2-34. Reinstatement of incentives

Reinstatement of an incentive is not guaranteed. If a Soldier meets the following requirements for continued eligibility and reinstatement in paragraph 1-23, subsequent payments will be processed effective the date the suspension is lifted or on the adjusted anniversary date of satisfactory creditable service.

2-35. Termination of incentives

Incentive eligibility will be terminated when any of the termination reasons listed in paragraph 1-24 through 1-26 apply and that member will not be eligible to receive any further incentive payments, except for Service performed before the termination date. Once declared ineligible, termination of an incentive will not affect a Soldier's responsibility to serve their current statutory or contractual Service commitment.

Section VIII

Montgomery GI Bill Selected Reserve (MGIB-SR) Kicker

2-36. General

Under the provisions of Title 10, Chapter 1606 (10 USC §16131), this incentive is offered to an applicant who enlists, reenlists or extends in the ARNG into a critical skill or critical unit and meets the eligibility criteria prescribed by governing law, DODI, DA, ARNG regulations or as outlined in the current FY SRIP Policy. The MGIB-SR Kicker incentive is paid in conjunction with a GI Bill entitlement, and eligibility can be established only if eligible for the MGIB- SR, chapter 1606 or MGIB-AD, Chapter 30 Program. When eligibility for the basic entitlement expires, eligibility for the MGIB-SR Kicker also expires. There are three categories of ARNG enlisted MGIB-SR Kicker incentives:

a. Non-Prior Service.

b. Prior Service.

c. Re-enlistment or Extension (current ARNG member).

2-37. Entitlement*a. Benefits Explanation.*

(1) The Department of Veterans Affairs (DVA) administers monthly payments for the MGIB-SR Kicker program. A Soldier eligible for the MGIB-SR Kicker may receive their payments in conjunction with any GI Bill program, but only as long as they have MGIB basic benefits remaining.

(2) A Soldier may receive up to 36 months of full-time benefits under the MGIB-SR Kicker program if they are a full-time student (72 months if attending school half-time).

(3) The MGIB-SR Kicker amounts are valid for the entire term of the contract, regardless of future increases or decreases by the ARNG, unless a Soldier violates the terms of the MGIB-SR Kicker contract.

(4) The Soldier remains eligible for the MGIB-SR Kicker as long as they remain a drilling member and continues to meet the eligibility criteria of their contract or until the total entitlement is exhausted.

(5) A Soldier who was mobilized will have their MGIB-SR Kicker eligibility extended beyond their ETS by the DVA for the length of each mobilization, plus four months.

(6) A Soldier who is medically discharged from the ARNG due to a disability incurred through no misconduct by that Soldier will remain eligible for MGIB-SR Kicker benefits for 14 years from the original date of eligibility.

b. Duplication of Benefits.

(1) State GI Bill Managers /Incentive Managers are, in effect, fiscal agents of the U.S. Government and are responsible for ensuring that recipients are not receiving duplication of Federal funds in contradiction of U.S. law and ARNG policy.

(2) Soldier must use the MGIB-SR Kicker in conjunction with a basic GI Bill program. In addition, other funding sources are authorized and do not constitute a duplication of benefits. Permitted sources include, but are not limited to:

(a) Federal Tuition Assistance (FTA).

(b) Federal Student Loan programs.

(c) State-funded Tuition Assistance.

(d) The Guaranteed Reserve Forces Duty (GRFD) ROTC Scholarship (Title 10 USC 2107a).

2-38. Eligibility*a. General eligibility requirements:*

(1) The applicant must:

(a) Be eligible to receive Chapter 1606 (MGIB-SR) and/or Chapter 30 (MGIB-AD) benefits.

(b) Enlist, affiliate, reenlist, or extend for a term of service in an active drilling status of not less than six years in the ARNG.

(c) Enlist, affiliate, reenlist, or extend in a critical skill and/or a critical unit, which is approved for incentives by the DARNG and be qualified as outlined in current FY SRIP policy.

(d) Complete the requirements for the award of a high school diploma or equivalency certificate before completing IADT or, in the case of an individual reenlisting or extending an enlistment, complete their educational requirement before such reenlistment or extension per AR 601-210.

(e) Fill a valid vacant position or be the primary position holder and not an excess, over- strength, or manually-loaded vacancy.

(f) Complete IADT.

(g) Meet additional requirements directed by DARNG or the current FY SRIP policy.

(2) The applicant may only establish MGIB-SR Kicker eligibility once in their military career

b. The NPS applicant (includes an applicant enlisting under the CASP or Split-Training options) is eligible for the \$200 MGIB-SR Kicker incentive provided they meet the following requirements:

(1) Enlist for a CS vacancy in the grade of E-4 or below in an MOS, Paragraph/Line and Tier Level per current FY SRIP policy in effect.

(2) Enlist into a qualifying, valid, top-loaded AUVS vacancy position in REQUEST. The recipient must not be filling an excess, over-strength, or manually-loaded vacancy. (Exceptions not authorized)

(3) Meet the minimum AFQT score per current FY SRIP policy in effect at time of enlistment.

(4) Meet the Tier Level 1 education requirements in accordance with AR 601-210. All other education Tier Levels are not eligible. (Exception authorized in accordance with Memorandum, Office of the Under Secretary of Defense, Personnel, and Readiness, 2 May 2011.)

(5) Recruit Force Pool (RFP) Enlistment Option (Note: A RFP Soldier may be eligible for an incentive upon entrance into the Active status).

(6) NOT be enlisting as a GNPS.

c. The PS Soldier is eligible for the \$200 MGIB-SR Kicker with or without a bonus provided they meet the following requirements:

(1) Enlist/affiliate DMOSQ for a CS vacancy in the grade of E-5 or below in an MOS, Para/Lin and Tier Level per current FY SRIP policy.

(2) Enlist into a qualifying, valid, top-loaded AUVS vacancy position in REQUEST or in both RETAIN and incentive management system (RCCC/AC Career Counselor enlistments only) in an MTOE or Medical TDA unit only. The recipient/Soldier must not be filling an excess, over-strength, or manually-loaded vacancy (exceptions not authorized).

(3) Meet the minimum AFQT score per current FY SRIP policy in effect at the time of enlistment.

(4) If affiliating from AD, the Soldier must meet the RE and SPD code requirements for affiliation in accordance with AR 601-210, chapter 3-23b.

(5) The recipient/Soldier enlisting from a branch of service other than the Army for a DMOSQ CS position must meet the requirements to be awarded the MOS at the time of enlistment/affiliation. The recipient/Soldier will not have their "Eligibility Status" marked as eligible code "BA" until coded as DMOSQ in the personnel reporting system.

(6) A SM who previously contracted for the MGIB-SR Kicker in any RC and who has not completed their initial six year obligation (as established in the MGIB-SR Kicker contract) is not eligible to contract for the MGIB-SR Kicker with the ARNG. (Exception: A Soldier transferring from the USAR to the ARNG and contracting to complete their original six year obligation and also remaining in their USAR-contracted MOS is eligible to retain the original Kicker provided all other eligibility criteria are met).

(7) NOT be enlisting into a MilTech position.

(8) NOT be enlisting into an AGR position.

(9) A Soldier who was fully eligible to reenlist/extend in the ARNG or USAR and chose to separate, MUST NOT be within 365 days of their discharge. Includes Soldiers who chose NOT to participate in the Deployment Extension Stabilization Pay (DESP) program. (Note: If a SM leaves the service for more that 12 months, the basic CH 1606 benefit will be terminated. The SM will not be able to contract for the SR Kicker unless they have CH 30 eligibility.)

(10) Received an Honorable discharge or an Honorable release at the conclusion of all prior periods of military service. A Soldier completing IADT with an "Uncharacterized" discharge is still eligible.

d. A current ARNG member is eligible for the \$200 MGIB-SR Kicker as a stand-alone incentive provided they meet the following requirements:

(1) Reenlist/extend for a minimum of six years of service.

(2) Reenlist/extend between 365 and 91 days from ETS. A Soldier outside of this range is not eligible.

(3) Reenlist/extend DMOSQ as the primary position holder in the grade of E-5 or below and not in an over-strength or excess status. The MOS must match the authorized military grade and skill qualification commensurate with the position for which reenlisting/extending on the MGIB-SR Kicker start date. Deployed Soldiers coded "999K" in both SIDPERS and the incentive management systems are eligible.

(4) NOT be a MilTech (includes indefinite technicians and temporary technicians on assignment for more than 180 days in a continuous 12 month period) even while deployed in a TPU status.

(5) NOT be AGR even while deployed in a TPU status.

(6) Received an Honorable discharge or an Honorable release at the conclusion of all prior periods of military service. (A Soldier completing IADT with an "Uncharacterized" discharge is still eligible).

(7) A Soldier transferred to the ARNG MMA and coded "999M" in SIDPERS is not eligible while in a medically non-available status.

(8) A Soldier who was eligible to extend for DESP, but who chose not to participate, is not eligible for this incentive for 12 months after current ETS date or obligated service date. (Note: If a SM leaves the service for more than 12 months, the basic CH 1606 benefit will be terminated. The SM will not be able to contract for the SR Kicker unless they have CH 30 eligibility.)

2-39. Processing

a. All State/ARNG viewers and RCCC/AC Career Counselors must use the incentive management system to issue an ARNG Kicker incentive and must use the automated addendum within the incentive management system. Any MGIB-SR Kicker addendum manually executed outside of the incentive management system is not valid. Refer to paragraph 1-16 for exception or current FY SRIP policy.

b. On the execution date of the addendum, NGB Form 5435 (Montgomery GI Bill Kicker Incentive Addendum) or NGB Form 5435-1 (Montgomery GI Bill Kicker Incentive Addendum Supplemental), the SM must

have six or more years remaining on their service contract and the addendum must be signed and dated by the Soldier, Administering Official, and Service Representative or the contract is not valid.

c. The MGIB-SR Kicker addendum(s) must have an approved automated RTID issued on the date of the service agreement from REQUEST for all NPS/PS or a control number from the incentive management system for all NGB/State Viewer completed addendums. The RTID and control number is only valid for the MGIB-SR Kicker addendums within GCRc and/or incentive management system except for the MGIB-SR Kicker Supplemental which is validated by the GI Bill Manager and approved by the GIBST. Additional requirements will be per current FY SRIP policy in effect.

d. The MGIB-SR Kicker addendum will state the terms and conditions of the MGIB-SR Kicker. The MGIB-SR Kicker addendum will be listed as Annex K on the DD Form 4 for all NPS and PS enlistments (Note: A Soldier that has surpassed their original ETS date must reenlist via a DD Form 4 only).

e. The applicant /Soldier processing through RTRS must enlist within the date of request plus seven days of the RTRS reservation in order to secure the MGIB-SR Kicker CS vacancy. (Exception not authorized)

f. The MEPS GC, NGB/State Viewer, and RCCC/AC Career Counselor are responsible for ensuring the applicant /Soldier is eligible for the MGIB-SR Kicker.

g. The Soldier must remain in their contracted CS and/or CU for the full six-year term, unless accepting an Officer/Warrant Officer position. An enlisted DMOSQ Soldier who completes an IST must remain in their contracted CS only or have the MGIB-SR Kicker terminated (exceptions are permitted if due to unit transition, reorganization, or inactivation).

h. The GI Bill Manager will promptly identify, record, and track MGIB-SR Kicker status changes using the incentive management system. Eligibility codes are forwarded from the incentive management system to the Department of Veterans Affairs (DVA). Eligibility codes are in Appendix G.

2-40. Suspension

The State GI Bill Manager/IM must submit a MGIB-SR Kicker Administrative Correction Request (ACR) to the GIBST to change the MGIB-SR Kicker status to a suspended (or 'C') code for the following reasons:

a. The Soldier is authorized a one-time break in service during his or her military career to IRR, ING, AD, or civilian status not to exceed 12 months for personal reasons or 36 months for missionary obligation.

b. The Soldier enters AGR status.

c. The Soldier accepts a full-time permanent or indefinite Mil-Tech position or is a temporary technician exceeding 180 days within a 12-month period.

d. The Soldier is receiving an ROTC Dedicated Army Guard Scholarship (Title 10 USC 2107).

e. The Soldier is awaiting determination of unsatisfactory participation.

f. Additional suspension criteria may be directed by DARNG or the current FY SRIP policy.

2-41. Reinstatement

Any Soldier, returning from the first break in service or AGR duty to an active drilling status (during their initial MGIB-SR Kicker six-year contractual obligation), must extend within 90 days of return for the period of service not served in a drilling status in the SELRES.

a. A Soldier returning from a MilTech status. The Soldier does not need to extend, even if in the initial six-year contractual period.

b. Soldiers returning from a break in service, AGR, or Mil-Tech must return to their contracted MOS.

c. A Soldier who has completed their ROTC Dedicated Guard Scholarship (Title 10 USC 2107).

d. Additional reinstatement criteria may be directed by DARNG or the current FY SRIP policy.

2-42. Termination

The incentive will be terminated when any of the reasons listed below apply, and that member will not be eligible to receive any further Kicker incentive payments, except for Service performed before the termination date.

Termination of a Kicker incentive will not affect a Soldier's responsibility to serve their current statutory or contractual Service commitment.

2-43. Termination with recoupment

a. Termination with recoupment of an MGIB-SR Kicker will occur when a Soldier who has received payment is currently serving in their six-year MGIB-SR Kicker contractual obligation and:

(1) Voluntarily changes their CS MOS, including MOS changes due to IST.

(2) Fails to extend within 90days upon returning from a break of service.

(3) Fails to complete the six year drilling obligation unless discharged due to a medical reason that is not a result of own misconduct or death.

(4) Is declared an unsatisfactory participant after the appeal process.

(5) Incurs second break in service for any reason.

(6) Fails to re-affiliate before the end of the authorized period of non-availability.

(7) Additional termination criteria may be directed by DARNG or current FY SRIP policy.

b. The Department of Veterans Affairs (DVA) and the Defense Finance Accounting Service (DFAS) will recover any MGIB-SR Kicker incentive payments. There are two separate processes for recovering payments.

(1) Recoupment: Soldiers who receive MGIB-SR Kicker payments and lose entitlement status due to unsatisfactory participation or non-completion of the six-year military service obligation may be required to refund all or part of the education assistance received plus accrued interest. The recoupment will be recovered by DFAS per the formula prescribed in Title 10 USC 16135.

(2) Overpayment: A Soldier receiving MGIB-SR Kicker payments when the Soldier was not authorized to receive the MGIB-SR Kicker incentive. For example: A Soldier received MGIB-SR Kicker payments while serving in an AGR/MilTech position. The overpayment will be recovered by DVA.

2-44. Termination without recoupment

Termination without recoupment of an MGIB-SR Kicker will occur when a Soldier has completed their six-year MGIB-SR Kicker contractual obligation and:

a. Voluntarily changes their CS MOS, including MOS changes due to IST.

b. Fails to extend within 90 days upon returning from a break of service.

c. Is declared an unsatisfactory participant after the appeal process.

d. Incurs second break in service.

e. Fails to re-affiliate before the end of the authorized period of non-availability.

f. Is deceased

Chapter 3

Officer Incentives

Section I

Officer Accession Bonus (OAB)

3-1. General

a. Under the provisions of Title 37 USC 308j, an OAB may be given to an individual who commissions as either a commissioned officer or warrant officer in the ARNG for a term of not less than three years.

b. Soldier must meet the eligibility criteria in accordance with governing law, DODI, DA, ARNG regulations and current ARNG SRIP policy.

d. Participation in the OAB does not preclude an officer or warrant officer from participating in the ARNG Federal Tuition Assistance (FTA) Program.

3-2. Entitlement

a. An initial OAB payment will not be processed until an officer/warrant officer has:

(1) Completed Basic Officer Leaders Course (BOLC)/Warrant Officer Basic Course (WOBC) within the time frame established per the FY SRIP Policy in place on contract signature date.

(2) Qualified for and been awarded the contracted primary AOC/MOS and verified and coded as qualified in the personnel management system and the incentive management system.

b. Subsequent OAB payment(s) will not be processed unless an officer/warrant officer remains:

(1) AOC/MOS qualified in the contracted AOC/MOS.

(2) Qualified for and awarded the contracted primary AOC/MOS. Verified and coded as qualified in the personnel management system and the incentive management system.

(3) Officers are allowed normal career progression as long as they are the primary position holder within the Career Management Field (CMF) for which they received the OAB and do not voluntarily branch transfer from the contracted AOC/MOS.

c. Payment(s) will be processed upon verification of all contractual documentation and meeting the terms and conditions outlined in the incentive agreement.

3-3. Eligibility

Officer/Warrant Officer must meet the following requirements at time of commission to be eligible for the OAB:

- a.* Contract for a term of service not less than three years of which the contracted period must be served in the ARNG.
- b.* Meet eligibility criteria for commission as a commissioned officer/ warrant officer prescribed by governing ARNG regulations. Each recipient must have never held a previous commission as an officer or warrant officer in any of the armed forces of the United States. A Chaplain Candidate (56X) is not authorized the OAB. However, they may be eligible for the OAB at time of commissioning in the Chaplain Corps, if otherwise fully qualified, regardless of previous commission as a Chaplain Candidate.
- c.* Must be in a valid position vacancy and either agree to accomplish the necessary training to achieve qualification in the designated critical skill; or is already fully qualified in the designated critical skill at time of commission. Grade is immaterial for a Judge Advocate (27A) and a Chaplain (56A).
- d.* Must be the primary position holder, not in an over-strength or excess status in an AOC/MOS that matches the authorized military grade and skill qualification commensurate with the position for which contracting in order to establish the CS requirements on the contract start date.
- e.* Is not accepting a commission as an officer or warrant officer serving in the ARNG for the purpose of qualifying for a military technician or AGR position where membership in a Reserve component is a condition of employment. A one-time temporary assignment as a military technician is excluded.
- f.* Must sign an OAB written agreement generated by the incentive management system within the time frame as established by current FY SRIP policy. Agreement will clearly specify the terms of the Reserve Service commitment that authorizes the payment of the incentive to the member. The OAB agreement must be properly initialed, signed and dated by all parties on the same day.
- g.* Not currently receiving or will not receive the following benefits during the period of agreement: Health Professions Stipend Program under Title 10 USC 16201-16204, Education Loan Repayment Program under Title 10 USC 16301-16303 to include the SLRP, HPLRP) and the CLRP, other educational assistance programs under Title 10 USC 16401 to include United States Marine Corps Platoon Leaders Class: College Tuition Assistance Program; or Special Pay: SELRES Health Care Professionals in Critically Short Wartime Specialties under Title 37 USC 302g. This restriction also applies to a 09S SLRP enlistment.
- h.* Not serving on an enlisted incentive. Receipt of both an enlisted incentive and the OAB simultaneously is not authorized. If the recipient has an enlisted incentive; it must be terminated effective one day prior to commission/appointment date before the recipient is eligible for the OAB.
- i.* Must not have previously received any ROTC Scholarship or be serving on a required service obligation as a result of any ROTC scholarship.
- j.* Must not be under any type of suspension of favorable personnel actions (flag). Ensure that the incentive management system is updated prior to requesting the control number.
- k.* Must not reach 60 years of age during the term of the agreement.
- l.* Soldiers assigned to any ARNG Medical Management Activity (MMA) are not eligible while in a medically non-available status.
- m.* Must agree to serve in the AOC for which the OAB was awarded for the full term of their agreement. The Officer is allowed normal career progression as long as they are the primary position holder within the Career Management Field (CMF) for which they received the OAB. (Example: An Officer with an AOC 12B OAB may continue to receive the OAB if assigned in one of 12A, 12D, or any other 12 CMF AOCs in accordance with Reference 1.d.). The OAB will not be continued if an order states "Individual or Voluntary Request." (Exceptions may be considered on a case-by-case basis by ARNG-HRM for movement out of the contracted CMF due to promotion and/or acceptance to staff and command positions).
- n.* Warrant Officer must agree to serve in the MOS for which the OAB was awarded for the full length of their agreement.
- o.* The OAB may only be offered if funding is available.
- p.* Any additional requirements as directed by the DARNG or per the current FY SRIP policy.

3-4. Processing

- a.* All Officer Strength Manager's/Recruiters must use the incentive management system to request the control number/issue the bonus. The OAB agreement is valid only when the bonus control number and agreement are generated by the incentive management system.

b. The OAB agreement is not valid if signed more than 90 days before the commission/appointment date in the ARNG or after the execution date of the Oaths of Office (NGB Form 337) and is not signed and dated on the same day by all parties. The agreement will clearly state the terms and conditions of the OAB.

c. For all other processing steps refer to the incentives management system user guide. Information on where to find this user guide can be found in the current FY SRIP policy in effect.

Section II

Officer Affiliation Bonus (OAFB)

3-5. General

a. Under the provisions of Title 37 USC 308j an affiliation bonus may be given to an individual who commissions or appoints for a term of not less than three years and is serving on active duty for a period of more than 30 days or is a member of a reserve component not on active duty and, if the individual formerly served on active duty, was released from active duty under honorable conditions.

b. Soldier must meet the eligibility criteria in accordance with governing law, DODI, DA, ARNG regulations and current ARNG FY SRIP policy.

c. The RCCC/AC is responsible for ensuring the Officer is eligible for the OAFB.

d. Participation in the OAB does not preclude an officer or warrant officer from participating in the ARNG Federal Tuition Assistance (FTA) Program.

3-6. Entitlement

a. An initial OAFB payment will not be processed until officer/warrant officer has:

(1) Qualified for and awarded the contracted primary AOC/MOS.

(2) Verified and coded as qualified in the personnel management system and the incentive management system.

b. Subsequent payment(s) will not be processed unless an officer/warrant officer remains:

(1) AOC/MOS qualified in the contracted AOC/MOS.

(2) Verified and coded as qualified in the personnel management system and the incentive management system.

(3) Officers are allowed normal career progression as long as they are the primary position holder within the Career Management Field (CMF) for which they received the OAFB and do not voluntarily branch transfer from the contracted AOC/MOS

c. Payment(s) will be processed upon verification of all contractual documentation and meeting the terms and conditions outlined in the incentive agreement.

3-7. Eligibility

Officer/Warrant Officer must meet the following requirements at time of affiliation to be eligible for the OAFB:

a. Contract for a term of service of not less than three years, of which the contracted period must be served in the ARNG.

b. Meet eligibility criteria for commission or appointment as a commissioned officer/ warrant officer applicant as prescribed by governing ARNG regulations.

c. Must affiliate for assignment to a valid position vacancy and either agree to accomplish the necessary training to achieve qualification in the designated critical skill; or is already fully qualified in the designated critical skill at time of commission.

d. Must be the primary position holder, not in an over-strength or excess status in an AOC/MOS that matches the authorized military grade and skill qualification commensurate with the position for which contracting unless otherwise authorized IAW current ARNG FY SRIP policy.

e. Must not affiliate as an officer or warrant officer serving in the SELRES for the purpose of qualifying for a military technician position where membership in a Reserve component is a condition of employment. A one-time temporary assignment as a military technician is excluded.

f. Must be currently serving on active duty (AD) for more than 30 days or be a member of a Reserve component not on active duty and if previously served on active duty, the officer/warrant officer was released from that duty with an Honorable discharge.

g. Must sign an OAFB written agreement generated by the incentives management system. as prescribed by the current SRIP FY policy. The agreement will clearly specify the terms of the Reserve Service commitment that authorizes the payment of the incentive to the member. The OAFB agreement must contain the signatures and dates of all required signature authorities,

h. Not currently or will not be receiving the following benefits during this period of agreement: Health Professions Stipend Program under 10 USC 16201-16204, Education Loan Repayment Program under 10 USC 16301-16303 to include the SLRP, HPLRP and the CLRP, Other Educational Assistance Programs under 10 USC 16401 to include United States Marine Corps Platoon Leaders Class: College Tuition Assistance Program; or Special Pay: SELRES Health Care Professionals in Critically Short Wartime Specialties under 37 USC 302g. This restriction also applies to a 09S SLRP enlistment.

i. Must not have previously received an OAFB for service in the SELRES.

j. Not serving on an enlisted incentive. Receipt of both an enlisted incentive and the OAFB simultaneously is not authorized. If the officer/warrant officer has an enlisted incentive; it must be terminated without recoupment before the recipient is eligible for the OAFB.

k. Not be affiliating for continuous active duty service.

l. Officers conditionally released from another SELRES component for affiliation into the ARNG are not authorized this incentive.

m. Must have received an Honorable discharge from all periods of previous military service to qualify and must not have been two-time non-select for promotion.

n. Must not be receiving retired or retainer pay or be eligible for retirement.

o. Officer must agree to serve in the AOC for which the OAFB was awarded for the full term of their agreement. The Officer is allowed normal career progression as long as they are the primary position holder within the Career Management Field (CMF) for which they received the OAFB. (Example: An Officer with an AOC 12B OAB may continue to receive the OAB if assigned in one of 12A, 12D, or any other 12 CMF AOCs in accordance with Reference 1.d.). The OAFB will not be continued if an order states "Individual or Voluntary Request." (Exceptions may be considered on a case-by-case basis by ARNG-HRM for movement out of the contracted CMF due to promotion and/or acceptance to staff and command positions).

p. Warrant Officer must agree to serve in the MOS for which the OAFB was awarded for the full length of their agreement.

q. Must not reach the Mandatory Removal Date (MRD) during the term of the agreement.

r. Additional requirements may be found in the current FY SRIP policy.

s. The OAFB can only be offered if funding is available.

3-8. Processing

a. All Reserve Component Career Counselor (RCCC)/Active Component (AC) Career Counselors must use the incentive management system to request the control number and issue the incentive. The OAFB written agreement is valid only when the bonus control number and agreement are generated by the incentive management system.

b. The OAFB agreement is not valid if signed more than 180 days before the affiliation date, unless otherwise authorized IAW FY SRIP policy, or after the execution date of the Request for Reserve Component Assignment Orders (DA Form 5691-R) and is not signed and dated on the same day by all parties. The agreement will clearly state the terms and conditions of the OAFB.

c. For all other processing steps refer to the incentives management system user guide. Information on where to find this user guide can be found in the current FY SRIP policy in effect.

Section III

Chaplain Loan Repayment Program (CLRP)

3-9. General

a. Under the provisions of Public Law 99-145, section 671(a) (1) and Title 10 USC 16303 authorizes educational loan repayment for qualified ARNG chaplains with loans applied toward a basic professional qualifying degree or graduate education. Repayment of any such loan will be made on the basis of each complete year of service performed by the borrower.

b. Soldier must meet the eligibility criteria in accordance with governing law, DODI, DA, ARNG regulations or as outlined in the current FY SRIP policy.

3-10. Eligibility

a. The CLRP may be offered to an ARNG chaplain who meets the following requirements:

(1) Must agree to not less than a three-year term of service.

(2) Must hold or be fully qualified for appointment as a chaplain in the ARNG

(3) Must possess a current endorsement from a Religious Organization listed as an endorser with the Armed Forces Chaplain Board.

(4) Not be in any permanent or indefinite military technician assignment which requires dual status (to include those that are on Leave without Pay). In addition, the Officer must not be assigned as a dual status temporary technician for more than 180 days in any continuous 12-month period.

(5) Not be in Active Guard Reserve (AGR) status (Title 32 or Title 10). This includes any AGR Soldier in a Troop Program Unit (TPU) status while deployed.

(6) Chaplain candidates are not eligible for this program.

(7) Must possess outstanding disbursed educational loan(s) for graduate level education applied toward basic professional qualifying degree or graduate education (Refer to 3-11).

(8) Execute a CLRP agreement with signatures and dates of all required signature authorities on the agreement. Current members must meet all of the eligibility criteria.

(9) The agreement must have a valid, approved control number from the incentive management system issued on the contract signature date of the CLRP agreement. Any CLRP agreement manually completed outside of the incentive management system is not valid

(10) Recipient cannot receive the OAB, OAFB, SLRP/09S and HPLR or enlisted incentives simultaneously with this incentive.

(11) A subsequent three year contractual obligation for CLRP (if otherwise eligible) may be approved upon the completion of their current CLRP obligation up to a career maximum benefit as listed in the current FY CLRP policy guidance.

(12) Must have a pre-approval authorized prior to signature date from the ARNG incentive management system IAW current FY SRIP policy.

b. Additional requirements may be found in the current FY SRIP policy.

3-11. Eligible loans

a. Loans that are eligible for repayment must be guaranteed under Part B, D, or E of Title IV of the Higher Education Act of 1965 secured after 1 October 1975 or any loan incurred for educational purposes made by a lender that is stipulated under Title 10 U.S.C Section 16303. Qualifying CLRP loans will be per current FY SRIP policy.

b. The total amount that will be repaid on all loans on behalf of any member under this program will not exceed the program maximum amount authorized by FY SRIP policy at time of signature.

c. Loan(s) in default at the time of agreement are not eligible for repayment under this program.

d. New loans incurred after signing a 3-year CLRP incentive agreement will not be eligible until the term is completed and a new 3-year CLRP incentive agreement is signed.

e. Loans that fall into default prior to, and remain in default at the time of the scheduled annual payment will not be processed at that time. Repayment of loans that fell into default may be eligible for repayment on the following anniversary date provided they are not still in default. It is the Soldier's responsibility to ensure loans do not go into default

3-12. Entitlement

a. Repayment of any such loans under this program will be made on the basis of each complete year of service, performed by the borrower as a chaplain commissioned officer in the ARNG, beginning with the signature date of the CLRP agreement.

b. Repayment on a loan can only be made if the person to whom the loan was made performed such service after the loan was made.

c. The maximum benefit for any three-year service agreement is \$20,000 per 10 USC 16303. Of such amount not more than an amount equal to 50 percent of such amount may be paid as an initial annual **payment**. The balance will be divided between the two remaining years.

d. Payments will be made as per the FY SRIP policy in effect on the agreement signature date.

e. Repayment of a loan may consist of the payment of the principal, interest, and related expenses of the eligible loan.

f. An Officer must be DAOCQ in order to receive repayment

g. A lender or note holder may consolidate all previous loan(s) into a new note each time a Soldier obtains a new loan to cover the current year's expenses or when the note is sold to a new lender. However, when the Soldier reaches the anniversary date and the loan is still not at least 12 months old, disbursement will be made based on that portion of the consolidation loan (the original principal plus interest) which is 12 months old when the Soldier reaches his/her anniversary date.

k. Nothing in this section will be construed to authorize refunding any repayment of a loan. This includes payment made against the loan by any individual or agency, including the member.

l. For all processing steps, refer to the incentives management system user guide. Information on where to find this user guide

3-13. Soldier responsibilities

- a.* Provide copies of loan documentation as stated by current FY SRIP policy to the Retention NCO, or unit administrator.
- b.* Complete Annual Loan Repayment DD Form 2475 (DoD Educational Loan Repayment Program) each anniversary year upon receipt from Incentive Manager, or unit administrator.
- c.* Maintain current mailing address on file with the government.
- d.* Maintain loan account(s) in good standing. The government will not make payment(s) on defaulted loans.
- e.* Update State Incentive Office when changes occur to your loan (i.e. account number, lenders name and address).

3-14. Incentive Manager responsibilities

- a.* The CLRP agreement is valid only when the control numbers are generated by the incentive management system on the date of agreement. Refer to paragraph 1-16 for exception.
- b.* Ensure all loan(s) associated with this incentive are loaded into the incentive management system along with supporting documentation.
- c.* Upon Interstate Transfer (IST), send all corresponding documentation to gaining State.
- d.* Upon discharge of a Soldier with CLRP, add the CLRP file to the State archive file.
- e.* Upon transfer of a Soldier with CLRP to the USAR, the Officer's CLRP file must be forwarded to the gaining unit.
- f.* For all other processing steps refer to incentive management system user guide. Information where to find this user guide can be found in the current FY SRIP policy in effect.

3-15. Commander responsibilities

- a.* Commanders will ensure that a Soldier who contracts for the CLRP has been counseled by a service representative regarding the Soldier's obligations and responsibilities as cited on the CLRP Agreement.
- b.* Commanders should ensure the Soldier is aware that it is the Soldier's responsibility to:
 - (1)* Make arrangements for deferment or forbearance with the lenders or note holders on loan(s) which are failing due; and
 - (2)* Initiate the request for loan repayment during each year the Soldier meets the requirements cited on the CLRP agreement by completing a DD Form 2475 and submitting it to the personnel officials of their assigned command.
- c.* For all other processing steps refer to incentive management system user guide. Information where to find this user guide can be found in the current FY SRIP policy.

3-16. Administration

- a.* Written agreements will be published by NGB upon release of a new policy or updates made to the program that would require change.
- b.* The DD will publish the Annual Application Form (DD Form 2475) upon expiration of the most current DD Form 2475. Instructions for completion of the form will be annotated within the DD Form 2475.

Section IV

Continued Receipt, Suspension, Reinstatement, and Termination of Officer Incentives (OAB, OAFB and CLRP)

3-17. Continued receipt of incentives

Recipient of an incentive may be eligible for continued receipt provided they meet the following conditions stated in paragraph 1-21.

3-18. Suspension of incentives

Recipient of an incentive will be suspended from the program if they enter any of the conditions stated in paragraph 1-22, if applicable. Unit commanders or their representatives will notify the State IM when a suspension condition occurs.

3-19. Reinstatement of incentives

Reinstatement of an incentive is not guaranteed. If a Soldier meets the following requirements for continued eligibility and reinstatement in paragraph 1-23, subsequent payments will be processed effective the date the suspension is lifted or on the adjusted anniversary date of satisfactory creditable service.

3-20. Termination of incentives

Incentive eligibility will be stopped when any of the termination reasons listed in paragraphs 1-24 through 1-26 apply and that member will not be eligible to receive any further incentive payments, except for Service performed before the termination date. Once declared ineligible, termination of an incentive will not affect a Soldier's responsibility to serve their current statutory or contractual Service commitment.

Section V

Montgomery GI Bill-Selected Reserves (MGIB-SR) Kicker

3-21. General

This incentive is offered to officer candidates, warrant officer candidates, ROTC/SMP cadets, direct commissioned officers, commissioned officers/warrant officers and officers without degrees. Applicant must meet the eligibility criteria prescribed by governing law, DODI, DA, ARNG regulations or as outlined in the current FY SRIP policy. The MGIB-SR Kicker incentive is paid in conjunction with a GI Bill entitlement, and eligibility can be established only if eligible for the MGIB-SR, chapter 1606 or MGIB-AD, chapter 30 program. When eligibility for the basic entitlement expires, eligibility for the MGIB-SR Kicker also expires. There are seven categories of ARNG officer MGIB-SR Kicker incentives:

- a. Supplemental (Increase existing MGIB-SR Kicker to \$350 rate)
- b. Officer Candidate School (OCS)
- c. Warrant Officer Candidate School (WOC)
- d. ROTC
- e. Direct Commission (DC)
- f. Standard Officer (SOK)
- g. Officer without Degree (OWD)

3-22. Entitlement

a. Benefits Explanation.

(1) The Department of Veterans Affairs (DVA) administers monthly payments for the MGIB-SR Kicker program. A Soldier eligible for the MGIB-SR Kicker may receive their payments in conjunction with any GI Bill program, but only as long as they have MGIB basic benefits remaining.

(2) A Soldier may receive up to 36 months of full-time benefits under the MGIB-SR Kicker program if they are a full-time student (72 months if attending school at half-time).

(3) The MGIB-SR Kicker amounts are valid for the entire term of the contract, regardless of future increases or decreases by the ARNG, unless a Soldier violates the terms of the MGIB-SR Kicker contract.

(4) The Soldier remains eligible for the MGIB-SR Kicker as long as they remain a drilling member and continues to meet the eligibility criteria of their contract or until the total entitlement is exhausted.

(5) A Soldier who was mobilized will have their MGIB-SR Kicker eligibility extended beyond their ETS by the DVA for the length of each mobilization, plus four months.

(6) A Soldier who is medically discharged from the ARNG due to a disability incurred through no misconduct by that Soldier will remain eligible for MGIB-SR Kicker benefits for 14 years from the original date of eligibility.

b. Duplication of Benefits.

(1) State GI Bill Managers /Incentive Managers are, in effect, fiscal agents of the U.S. Government and are responsible for ensuring that recipients are not receiving duplication of Federal funds in contradiction of U.S. law and ARNG policy.

(2) Soldier must use the MGIB-SR Kicker in conjunction with a basic GI Bill program. In addition, other funding sources are authorized and do not constitute a duplication of benefits. Permitted sources include, but are not limited to:

- (a) Federal Tuition Assistance (FTA).
- (b) Federal Student Loan programs.
- (c) State-funded Tuition Assistance.
- (d) The Guaranteed Reserve Forces Duty (GRFD) ROTC Scholarship (Title 10 USC 2107a).

3-23. Eligibility*a.* General eligibility requirements:*(1)* The applicant must:*(a)* Be eligible to receive chapter 1606 and/or chapter 30 benefits.*(b)* Obligate to a term of service in an active drilling status of not less than six years in the ARNG. Current Soldiers in a commissioning program must either have six years remaining on their current service contract or complete an extension DA Form 4836 for six years on execution date of the kicker contract. Commissioned Officers must have a MRD that is six years or more from the execution date of the Kicker contract*(c)* Complete the requirements for the award of a high school diploma or equivalency certificate before completing MOSQ training.*(d)* Complete IADT, Basic Officer Leader Course (BOLC), or Warrant Officer Basic Course (WOBC).*(e)* NOT be a Dedicated Army National Guard Scholarship recipient. (Title 10 USC 2107)*(f)* NOT be a MilTech (includes indefinite technicians and temporary technicians on assignment for more than 180 days in a continuous 12-month period) even while deployed in a TPU status.*(g)* NOT be AGR even while deployed in a TPU status.*(h)* Receive an Honorable discharge or an Honorable release at the conclusion of all prior periods of military service. (A Soldier completing IADT with an "Uncharacterized" discharge is eligible).*(i)* Meet additional requirements directed by DARNG or the current FY SRIP policy.*(2)* The applicant may only establish MGIB-SR Kicker eligibility once in their military career.*b.* Supplemental (Increase of existing MGIB-SR Kicker rate to \$350). An Enlisted Soldier with a \$100 or \$200 Kicker may receive an increase supplement to \$350 upon entering a commissioning program. The Soldier must complete the NGB Form 5435-1 Note: No additional six-year military obligation is required.*c.* Officer Candidate School Kicker (OCS). An Enlisted Soldier without a previous MGIB-SR Kicker contract, who is in the OCS (MOS 09S) Program, is eligible to contract from completion of Phase 1 of OCS up to date of commissioning.*d.* Warrant Officer Candidate School Kicker (WOC). An Enlisted Soldier without a previous MGIB-SR Kicker contract, who is in the WOCS (MOS 09W) Program, is eligible to contract from receipt of WOC orders and the award of a 09W MOS in SIDPERS up to date of commissioning.*e.* ROTC SMP Kicker (ROTC). A Soldier enrolled in ROTC (MOS 09R) without a previous Kicker contract is eligible to complete a Kicker addendum from completion of a DA Form 597 series ROTC Cadet contract and NGB Form 594-1 (SMP Agreement) and the award of a 09R MOS in SIDPERS up to date of commissioning.*f.* Direct Commission Kicker (DC). A Direct Commission (DC) Officer, O-1 to O-3, without a previous Kicker contract is eligible to contract within 90 days after being commissioned.*g.* Standard Officer Kicker (SOK). A Commissioned Officer/Warrant Officer without a previous Kicker contract (regardless of commissioning source) is eligible to contract within 90 days after being commissioned.*h.* Officer without Degree Kicker (OWD). A First or Second Lieutenant without a Bachelor's degree or higher, who did not contract for the SOK, is eligible to contract for a \$200 Kicker on or after the 91st-day of commissioning.**3-24. Processing***a.* All State/NGB viewers and RCCC/AC Career Counselors must use the incentive management system, issue an ARNG Kicker incentive, and must use the automated addendum within the incentive management system. Any MGIB-SR Kicker addendum manually executed outside of the incentive management system is not valid.*b.* On the execution date of the addendum (NGB Form 5435 or NGB Form 5435-1), the SM must have six or more years remaining on his or her service contract and the addendum must be signed and dated by the Soldier, Administering Official, and Service Representative or the contract is not valid.*c.* The MGIB-SR Kicker addendum(s) must have an approved automated RTID issued on the date of the service agreement from REQUEST for all NPS/PS completed addendums or a control number from the incentive management system for all NGB/State Viewer completed addendums. The RTID and control number is only valid for the MGIB-SR Kicker addendums within GCRC and/or incentive management system to. MGIB-SR Kicker addendums manually executed outside of GCRC and/or incentive management system are not valid. The only authorized exception is for the MGIB-SR Kicker Supplemental which is approved by the GI Bill Manager. Additional requirements will be per current FY SRIP policy in effect.*d.* The MGIB-SR Kicker addendum will state the terms and conditions of the MGIB-SR Kicker. The MGIB-SR Kicker addendum will be listed as Annex K on the DD Form 4 for all NPS and PS enlistments (Note: A Soldier that has surpassed his or her original ETS date must reenlist via a DD Form 4/1 only).*e.* The applicant/Soldier processing through RTRS must enlist within the date of request

plus seven days of the RTRS reservation in order to secure the MGIB-SR Kicker CS vacancy. (Exception not authorized)

f. The MEPS GC, State/NGB viewer, and RCCC/AC Career Counselor are responsible for ensuring the applicant/Soldier is eligible for the MGIB-SR Kicker.

g. The GI Bill Manager will promptly identify, record, and track MGIB-SR Kicker status changes using the incentive management system. Eligibility codes are forwarded from the incentive management system to the Department of Veterans Affairs (DVA). Eligibility codes are located in Appendix G.

3-25. Suspension

The State GI Bill Manager/IM must submit a MGIB-SR Kicker ACR to the GIBST to change the MGIB-SR Kicker status to a suspended (or 'C') code for the following reasons:

a. The Soldier is authorized a one-time break in service during his or her military career to IRR, ING, AD, or civilian status not to exceed 12 months for personal reasons or 36-months for missionary obligation..

b. The Soldier enters AGR status.

c. The Soldier accepts a full-time permanent or indefinite MilTech position or is a Temporary Technician exceeding 180 days within a 12 month period.

d. The Soldier is receiving an ROTC Dedicated Army Guard Scholarship (Title 10 USC 2107).

e. The Soldier is awaiting determination of unsatisfactory participation.

f. Additional suspension criteria may be directed by DARNG or the current FY SRIP policy.

3-26. Continued receipt

a. Any Soldier returning from the first break in service or AGR duty to an active drilling status during their MGIB-SR Kicker six-year contractual obligation must extend their contractual obligation within 90 days of return for the period of service not served in a drilling status within the SELRES.

b. A Soldier returning from a MilTech status. The Soldier does not need to extend, even if in the initial six-year contractual obligation

c. A Soldier completed his or her ROTC Dedicated Guard Scholarship (Title 10 USC 2107).

d. A Soldier determined to be a satisfactory participant through the appeal process or a command decision.

e. Additional reinstatement criteria may be directed by DARNG or the current FY SRIP policy.

3-27. Termination

Incentive eligibility will be terminated when any of the reasons listed below apply and that member will not be eligible to receive any further Kicker payments, except for Service performed before the termination date.

Termination of a Kicker incentive will not affect a Soldier's responsibility to serve their current statutory or contractual Service commitment.

3-28. Termination with recoupment

a. Termination with recoupment of an MGIB-SR Kicker will occur when a Soldier who has received payment and is currently serving in their six- year MGIB-SR Kicker contractual obligation and:

(1) Fails to extend within 90 days upon returning from a break of service.

(2) Fails to complete the six-year drilling obligation unless discharged due to a medical reason that is not a result of own misconduct or death.

(3) Is declared an unsatisfactory participant after the appeal process.

(4) Incurs second break in service.

(5) Fails to re-affiliate before the end of the authorized period of non-availability.

(6) Additional termination criteria may be directed by DARNG or current FY SRIP policy.

b. The DVA and DFAS will recover any MGIB-SR Kicker incentive payments. There are two separate processes for recovering payments.

(1) Recoupment: Soldiers who receive MGIB-SR Kicker payments and lose entitlement status due to unsatisfactory participation or non-completion of six-year military service obligation may be required to refund all or part of the education assistance received plus accrued interest. The recoupment will be recovered by DFAS in accordance with the formula prescribed in Title 10 USC 16135.

(2) Overpayment: A Soldier received MGIB-SR Kicker payments when the Soldier was not authorized to receive MGIB-SR Kicker incentive. For example: A Soldier received MGIB-SR Kicker payments while serving in an AGR/MilTech position. The overpayment will be recovered by DVA.

3-29. Termination without recoupment

Termination without recoupment of an MGIB-SR Kicker will occur when a Soldier has completed their six-year MGIB-SR Kicker contractual obligation and:

- a. Fails to extend within 90 days upon returning from a break of service.
- b. Is declared an unsatisfactory participant after the appeal process.
- c. Incurs second break in service for any reason.
- d. Fails to re-affiliate before the end of the authorized period of non-availability.
- e. Is deceased
- f. Additional termination criteria may be directed by DARNG or current FY SRIP policy.

Chapter 4**Specialty Incentives****Section I****Critical Skill Retention Bonus****4-1. General**

- a. Under the provisions of Title 37 USC 355 a service member of the SELRES who voluntarily executes a written agreement, reenlists or extends in a designated skill or unit for at least one year may be paid a CSRB.
- b. A CSRB may not be provided to a service member who has completed more than 25 years of service, or who will complete the 25th year of service before the end of the period for which the bonus is being offered.
- c. The purpose of the ARNG CSRB is to retain Soldiers who are qualified for and serving in either a designated Critical Skill (CS) or who agrees to assignment to a designated High Priority Unit (HPU) in order to support the ARNG in meeting critical manpower shortages. It has a direct impact on retention of Soldiers serving in the designated CS or HPU.
- d. The CSRB may or may not be offered depending on the current FY SRIP policy in effect at any given point in time and can only be issued if current FY SRIP policy allows it. The fact that the incentive is authorized in this regulation in no way implies that it is currently available for issuance.

4-2. Entitlement

- a. Entitlement to a bonus for an immediate reenlistment begins on the date of the oath of enlistment; the extension bonus on the first day of the extended period of service. Entitlement for a bonus for an officer/warrant officer is effective the date of execution of the CSRB written agreement. The unit commander must ensure that Soldiers are counseled when they execute an agreement, reenlist, or extend that they may not receive payments immediately under this program.
- b. Payments will be processed through the incentive management system upon verification of all contractual documentation and meeting the terms and conditions outlined in the incentive agreement.

4-3. Eligibility

Soldier must:

- a. Agree to continue to serve in a designated CS or HPU for a period of not less than a one-year contract period.
- b. Execute a written agreement to serve as a member of the ARNG and remain in the SELRES as an officer/warrant officer or reenlist/extend as an enlisted member per current FY SRIP policy.
- c. Have not less than the time in service requirement designated by current FY SRIP policy and overall service as required by law (computed from PEBD) at time of signing written agreement.
- d. Have completed any current contractual obligation as a result of participation in any incentive programs. An individual may not be paid an enlistment bonus and reenlistment bonus for the same period of service.
- e. Be fully qualified in designated critical skill position, in the same career field (for CS CSRB); or remain fully DMOSQ within the designated HPU (for HPU CSRB) for the entire term of the contract.
- g. Hold one of the ranks and meet the conditions listed under the current FY SRIP policy.
- h. Not be under any current SFPA flag.
- i. Not be in any permanent or indefinite technician assignment which requires dual status (to include those that are on leave without pay). In addition, the Soldier must not be assigned as a dual status temporary technician for more than 180 days in any continuous 12-month period.
- j. Not be in an AGR status (Title 32 or Title 10), including any AGR Soldier in a Troop Program Unit (TPU)

status while deployed, unless specifically authorized by current SRIP policy.

- k. Must be a satisfactory participant in the SELRES.
- l. Meet additional requirements directed by DARNG and the current FY SRIP policy in effect.

4-4. Computation of service years

Current time in service cannot allow Soldiers to attain 25 years or more of overall service (computed from PEBD) during the bonus entitlement period. Any individual that will attain or exceed 25 years of overall service during the bonus entitlement period is not authorized the CSRB. No pro-ration is authorized.

4-5. Processing

a. A CSRB enlisted written agreement must be signed and generated through the incentive management system on the same date as either the DD Form 4/1 (for immediate reenlistment) or DA Form 4836 (for extension) used to affect the reenlistment/extension. The CSRB written agreement must be initialed properly and must be signed by all required signature authorities in the CSRB agreement on the same date.

b. For all other processing steps refer to the incentives management system user guide. Information on where to find this user guide can be found in the current ARNG FY SRIP policy in effect.

4-6. Continued receipt of incentives

Recipient of an incentive may be eligible for continued receipt provided they meet the conditions stated in paragraph 1-21.

4-7. Suspension of incentives

Recipient of an incentive will be suspended from the program if they enter any of the conditions stated in paragraph 1-22. Unit commanders or their representatives will notify the State IM when a suspension condition occurs.

4-8. Reinstatement of incentives

Reinstatement of an incentive is not guaranteed. If a Soldier meets the requirements for continued eligibility and reinstatement in paragraph 1-23, any payments due subsequent to the reinstatement will be processed either on the original date of entitlement or on the adjusted anniversary date of satisfactory creditable service if an adjustment is required. Any payments that became due during any period of suspension will be paid on the reinstatement date unless a required adjustment takes the payment out past the reinstatement date.

4-9. Termination of incentives

Incentive eligibility will be terminated when any of the termination reasons listed in paragraph 1-24 through 1-26 apply and that member will not be eligible to receive any further incentive payments, except for Service performed before the termination date. Termination of an incentive will not affect a Soldier's responsibility to serve their current statutory or contractual Service commitment.

Section II

Active Guard Reserve (AGR) Title 10 and Title 32 Selective Reenlistment Bonus (SRB)

4-10. General

a. Title 10 and/or 32 AGR Soldiers are not eligible for any of the incentives contained in this regulation unless ARNG incentive policy specifically authorizes eligibility. If, at any time, ARNG incentive policy authorizes an AGR SRB, that policy will fully outline all eligibility and entitlement requirements.

b. An AGR SRB was authorized from 14 December 2004 through 28 February 2009 by NGB-ARM Memorandum, Subject: Implementation Guidance for Location Selective Reenlistment Bonus (SRB) For Army National Guard (ARNG) Active Guard/Reserve (AGR) Soldiers dated 24 January 2008. It was suspended indefinitely under Education and Incentive Operational Message (EIOM) 09-019 dated 13 February 2009.

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Section III

Military Technician (Mil Tech) Dual Status Reenlistment Bonus (REB)

4-11. General

a. Permanent (including indefinite) dual status military technicians (to include those that are on leave without pay) are not eligible for any of the incentives contained in this regulation unless ARNG incentive policy specifically

authorizes eligibility. If, at any time, ARNG incentive policy authorizes an Mil Tech SRB, that policy will fully outline all eligibility and entitlement requirements. Any Soldier assigned as a dual status temporary technician for more than 180 days is considered to be a permanent Mil Tech for incentive eligibility purposes.

b. A Mil Tech Dual Status REB was authorized from 14 December 2004 through 28 February 2009 by ARM-PR Memorandum, Subject: Implementation Policy for Army National Guard (ARNG) Military Technicians (Dual Status) Reenlistment Bonus dated 28 November 2005. It was suspended indefinitely under Education and Incentive Operational Message (EIOM) 09-019 dated 13 February 2009.

Chapter 5 Settlement Process

Section I Enlisted Incentives, Officer Incentives and SLRP

5-1. General

This chapter provides general guidance for the resolution of incentive eligibility issues and termination of incentives when bonus and LRP contracts are found not to be in compliance with law, DoD, regulations or policy. Specific and procedural guidance for both the Settlement process and termination of incentives can be found in the user guide of the incentives management system. This guidance provides the process for terminating an incentive contract with or without recoupment when required for all bonus types and SLRP. The process is in Section II and MGIB-SR Kicker process is in section III of this chapter. All Federal Tuition Assistance (FTA) and Army Medical Department (AMEDD) incentives issues are excluded from this guidance. Guidance for settlement of issues in these programs will be provided separately.

5-2. Categories of reviewed contracts

The settlement process uses four categories to organize reviewed contracts.

a. The types and definitions of the four categories are:

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

(2) The ARNG Level Authority. Incentive Issues that can be resolved by ETP requests will be submitted and tracked through the incentive management system. The ARNG ETP decisions may approve or deny the ETP request for policy violations, grant relief from termination as delegated by the Department of the Army, or direct that incentive eligibility be terminated with or without recoupment.

(3) The Department of the Army (DA), Office of Secretary of Defense (OSD), or Statutory Authority. These are incentive issues relating to law, Department of Defense Instruction (DODI), Department of Defense (DoD) regulations and policy, and DA policy. The ARNG 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 be approved to waive the requirement to terminate, the denied ETP will provide guidance to the State IM to terminate with or 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. These are incentive contracts that demonstrate evidence of improper administration permitting erroneous incentive payments which are subject to recoupment by federal statute(s) and/or DoD and Federal Management Regulations (FMR).

b. The use of correction fluid or tape, backdating or altering a contract in anyway may void the contract. An action described above may be considered to be an act committed with the intent to defraud the Federal Government and is punishable under 923 Article 123, 921 Article 121, 932 Article 132 and 883 Article 83 of the UCMJ. All cases will be reported to the ARNG-HRM SRIP program managers and thoroughly investigated by the State to determine appropriate legal disposition. Decisions will be reported to the ARNG-HRM SRIP program manager.

5-3. Process to request an ARNG Exception to Policy (ETP) to Resolve Incentive Issues

a. The ARNG office most directly responsible for recruiting and retention (grade O-6 or higher or civilian equivalent) may action requests for ETP. All ETP requests will be initiated by the Soldier and routed through their chain of command to the State IM for further action. Exceptions will be determined by ARNG-HRM in cases which

do not require the Soldier to initiate requests and require action. The following supporting documents must be uploaded to the incentive management system ETP Center:

- (1) Soldier's addendum or agreement
- (2) Applicable enlistment, affiliation reenlistment/extension contract, commission or appointment documents (DD Form 4, DD Form 1966 or DA Form 4836, DA Form 7249, DA Form 5691, NGB Form 337, Orders).
- (3) Soldier's National Student Loan Data System (NSLDS) Detail and Summary Sheets.
- (4) Soldier's Statement and official request with desired disposition of the Issue.
- (5) State MILPO memorandum requesting the ETP
- (6) Other documentation supporting the Soldier's disposition.

b. All supporting documents must be uploaded in the incentive management system ETP Center. ETPs will be evaluated on an individual basis. Completed ETPs and supporting documents must be uploaded in the Soldier's AMHRR in iPERMS and in the incentive management system. All procedural guidance for the processing of an ETP will be per chapter 5 and the incentive management system user guide. Information on where to find this user guide can be found in the current FY SRIP policy.

5-4. Termination of an incentive contract

Once an incentive contract issue has been identified as requiring termination, with or without recoupment, the State/Territory will follow the guidance below:

a. Termination without recoupment – No additional payments scheduled. Soldier is not due any additional funds and no funds are required to be collected from the Soldier.

- (1) The State IM will not be required to notify the Soldier.
- (2) The State IM will verify the incentive contract is terminated without recoupment in the incentive management system and enter detailed remarks stating the effective date and reason the incentive was terminated without recoupment.

b. Termination with or without recoupment – Additional payments scheduled.
The following actions are required for all incentive terminations with or without recoupment that would otherwise result in recoupment of monies paid or forfeiture of further incentive payments unless otherwise noted in the current ARNG FY SRIP policy.

- (1) The State/Territory will notify the Soldier and the Soldier's current unit of assignment of the issue requiring incentive termination and the ETP option. Sample templates can be found in the incentive management system.
- (2) In cases where the Soldier is no longer in the ARNG, a certified letter will be mailed to the Soldier's last known Home of Record (HOR).
- (3) The memorandums will outline the issue requiring termination and provide the Soldier the opportunity to return a response if they elect to pursue an ETP.

c. Disposition of ETP.

(1) Relief from Termination is defined as approval for the incentive to remain "Active". The contract will be honored as noted in the approved ETP and the remaining payments will be made per the payment schedule provided the Soldier is otherwise qualified. Once it is determined that an incentive contract has been granted relief from termination, the State IM will:

- (a) Send the Soldier a memorandum providing the results of the ETP request using the template provided in the incentive management system.
 - (b) Forward the ETP memorandum with the original incentive contract as one packet to the G1 for uploading into the Soldier's AMHRR in the individual personnel document management system.
- (2) Termination without recoupment is defined as termination of the incentive contract and cancellation of all future scheduled payments. No subsequent payments will be processed, however payments already made to the Soldier IAW the contract will not be collected from the Soldier. Once it is determined that an incentive contract must be terminated without recoupment, the State IM:
- (a) Send the Soldier Notification of Incentive Termination memorandum along with a copy of the ETP memorandum. Sample templates can be found in the incentive management system.
 - (b) Forward the ETP decision memorandum with the original incentive contract as one packet to the G1 for uploading into the Soldier's AMHRR in the individual personnel document management system.
 - (c) Terminate the bonus without recoupment in the incentive management system.

(3) Termination with recoupment is defined as termination of the incentive contract where the Soldier is entitled to a prorated incentive amount based on the number of months served satisfactorily 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.. Once it is determined that an incentive contract must be terminated with recoupment, the State IM will take the following actions:

- (a) Send the Soldier a Notification of Incentive termination memorandum along with a copy of the ETP memorandum. Sample templates can be found in the incentive management system.
- (b) Forward the ETP decision memorandum with the original incentive contract as one packet to the G1 for uploading into the Soldier's AMHRR.
- (c) Process the termination with recoupment in the incentive management system.
- (d) Anything not covered in this instruction will be per current SRIP policy and the incentive management system user guide.

5-5. USPFO actions

a. Upon verification of any recoupment action in the military pay system, the State IM must notify the USPFO that a recoupment has been processed for the named individual.

b. The USPFO will ensure the recoupment amount transfers to an accounts receivable file in the military pay system. The USPFO will send the Soldier a Notice of Indebtedness identifying the reason and amount of debt and provide available processes for seeking relief.

5-6. Army Board for Correction of Military Records (ABCMR)

If the Soldier is not satisfied with the final disposition or believes there is an error or injustice, the Soldier may file a claim with the ABCMR per AR 15-185. Also refer to paragraph 1-19

5-7. Recordkeeping

All Soldiers' records in the incentive management system will have comments entered that clearly indicate the disposition action and date it was executed or completed. For example, "ETP required. Soldier notified 1 April 2014. Soldier response received 23 April 2014." Documents must be uploaded in the Soldier's AMHRR in the individual personnel document management system.

Section II

MGIB-SR Kicker

5-8. General

a. This chapter provides guidance for the resolution of incentive eligibility issues when ARNG MGIB-SR Kicker contracts are found not to be in compliance with law, DODI, regulations or policy. The MGIB-SR Kicker was incorporated into the SRIP guidance effective 5 June 2012. The following guidance applies only to MGIB-SR Kickers with a contract date of 5 June 2012 to present. This guidance identifies the recovery process for previously paid Kicker incentives when required.

b. The DVA and DFAS will recover any MGIB-SR Kicker incentive payments. There are two separate processes for recovering payments.

(1) Recoupment: Soldiers who receive MGIB-SR Kicker payments and lose entitlement status due to unsatisfactory participation or non-completion of 6-year military service obligation may be required to refund part of the education assistance received plus accrued interest. The recoupment will be recovered by DFAS per the formula prescribed in Title 10 law under Chapter 1606.

(2) Overpayment: A Soldier received MGIB-SR Kicker payments when the Soldier was not authorized to receive MGIB-SR Kicker incentive. For example: A Soldier received MGIB-SR Kicker payments while serving in an AGR/MilTech position. The overpayment will be recovered by DVA.

5-9. Categories of reviewed contracts

The settlement process uses three categories to organize reviewed contracts. The types and definitions of the three categories are:

a. The ARNG Level Authority. Incentive Issues that can be resolved by ETP requests will be submitted and tracked through the incentive management system. The ARNG ETP decisions may approve or deny the ETP request for policy violations, grant relief from termination as delegated by the Department of the Army, or direct incentive eligibility as appropriate for recoupment.

b. The Department of the Army (DA), Office of Secretary of Defense (OSD), or Statutory Authority. These are incentive issues relating to law, Department of Defense Instruction (DODI), Department of Defense (DOD) regulations and policy, and DA policy. The ARNG has been delegated limited authority to waive the requirements to recoup Kicker Incentive funds already paid to the Soldier by the Department of Veterans Affairs. While an ETP

cannot be approved to waive the requirement to suspend or terminate, the denied ETP will provide guidance to the State GI Bill Manager/IM of the eligibility determination and how to correctly code the Kicker.

c. Suspected Fraud, Waste or Abuse. These are incentive contracts that demonstrate evidence of intentional improper administration permitting erroneous Kicker incentive payments which are subject to recoupment by federal statute(s) and/or DOD and Federal Management Regulations (FMR). All cases will be reported to the ARNG-HRM SRIP program manager and thoroughly investigated by the State to determine appropriate legal disposition. Decisions will be reported to the NGB program manager.

5-10. Process to request an ARNG Exception to Policy (ETP) to resolve incentive issues

The ARNG office most directly responsible for recruiting and retention (grade O-6 or higher or civilian equivalent) may action requests for ETP. All ETP's will be initiated by the Soldier and routed through their chain of command to the State GI Bill Manager/IM and State Military Personnel Officer, to the Army National Guard Directorate for action. Exceptions will be determined by ARNG-HRM in cases which do not require the Soldier to initiate requests and require action. All supporting documents must be uploaded in the incentive management system ETP Center. ETPs will be evaluated on an individual basis. Completed ETPs and supporting documents must be uploaded in the Soldier AMHRR in the individual personnel document management system and in the incentive management system. All procedural guidance for the processing of an ETP will be per chapter 5 and the incentive management system user guide. Information on where to find this user guide can be found in the current FY SRIP policy.

5-11. The ETP Process

Once an incentive contract issue has been identified as requiring an exception to policy, the State/Territory will follow the guidance below:

- a. All ETPs will be initiated by the Soldier (unless otherwise specified by ARNG-HRM)
 - (1) Soldier will provide a written request/statement and supporting documentation (enlistment/extension documents, kicker incentive contract) explaining in detail the reasons the Soldier is requesting an exception to policy for the Kicker issue in question through chain of command.
 - (2) Unit Commander (or Commander's representative) will provide recommendation for approval/disapproval.
 - (3) Education Service Officer (ESO) will provide recommendation for approval/disapproval.
 - (4) State G-1/MILPO will provide recommendation for approval/disapproval.
 - (5) State GI Bill Manager/IM will load request documentation into the incentive management system.
 - (6) State GI Bill Manager/IM will initiate ETP request in the incentive management system and forward to GIBST.
 - (7) GIBST will review, make recommendations, and forward to ARNG-HRM-E for further processing.
 - (8) ARNG-HRM-E will make recommendation to ARNG G-1 for approval/disapproval determination.
 - (9) ARNG G-1 will determine final disposition.
 - (10) ETP will be returned to State and Soldier will be notified of final disposition.
 - (11) State GI Bill Manager/IM will ensure that Kicker is properly coded in the incentive management system per final ETP disposition.
 - (12) The State GI Bill Manager/IM will forward the ETP memorandum with the original incentive contract as one packet to the State G-1 for uploading into the Soldier's AMHRR in the individual personnel document management system.
- b. Any additional steps not covered in this instruction will be covered in the incentive management system user guide.

5-12. The Department of Veterans Affairs (DVA) overpayment and debt collection process

- a. When an overpayment is created, a first demand letter is sent by the DVA notifying the student of the overpayment.
 - (1) When the letter is received, the student should immediately contact VA regarding the debt. The response should be sent (in writing) directly to the office sending the letter, unless otherwise stated. Responding immediately and reaching a valid repayment agreement in a timely manner could prevent future benefits from being withheld. Due process (rights to appeal or waiver) as well as time limits for each step in the process is given in the first demand letter.
 - (2) Time limits - A request for waiver must be received no later than 180 days (six months) from the date of the initial notification of the overpayment. If a waiver request is received within 30 days of the first demand (notification) letter, no benefits will be withheld until the decision is made. If benefits were withheld and the waiver request was found to be timely, a refund will be issued. If a waiver is granted, any funds that have been applied will

be refunded. Note: If a waiver is requested after the first 30 days, but within 180 days, offset of benefits will continue. If a waiver is granted, the amount collected will be refunded.

(3) Compromise offers can be made any time. The offer must be a lump sum offer, in writing, and accompanied by a current Financial Status Report (form available through our toll-free telephone number).

(4) If a waiver is denied, the student will receive a written notification of the decision that will also indicate when future benefits will start being withheld. An appeal to a waiver denial must be made within one year from the date of the denial letter. Withholding of benefits will continue while this issue is pending.

b. Second and third demand letters and one warning letter are sent before referrals are made to nationwide credit bureaus.

c. Second and third demand letters and two warning letters are sent before referral to the Internal Revenue Service to offset the debt from any federal payments being made to the claimant.

d. The Debt Management Center will send veteran a debt notification letter. Business hours are 7:30 am to 12:15 pm and 12:45 pm to 6:00 pm, Central Time. Mondays and the first business day of the month are always the busiest. The best times to call are 10:30 am to 12:15 pm and 1:15 pm to 3:00 pm, Central Time. There is specific information about debt resolution on the DMC web-site below:

DEBT MANAGEMENT CENTER (DMC)

P.O. Box 11930

St. Paul, MN 55111-0930

1-800-827-0648

www.va.gov/debtman

If you cannot reach the DMC by phone, try later in the day or e-mail: dmc.ops@va.gov

e. The Committee on Waivers and Compromises (COWC) at each Regional Processing Office (RPO) has the authority to consider waiver of all student benefit overpayments. Should a veteran/claimant have an overpayment and desire waiver consideration, a request must be received at VA no later than six months from the date of initial notification of the overpayment.

(1) When an overpayment is established, written notification is sent to the veteran/claimant detailing the information needed to be considered for waiver. The request must be in writing, specifically stating the reasons for the waiver request, accompanied with a financial status report listing all income, living expenses, installment contracts, assets, etc.

(2) The request should be sent to the Regional Office having jurisdiction for collection; the address can be found on the indebtedness notification letter (figure).

5-13. DFAS Out of Service debt process

Processes and procedures for out of service debt for MGIB-SR Kicker incentives for former enlisted and officer service members can be found in chapter 7.

5-14. Recordkeeping

All Soldiers' records in the incentive management system will have comments entered that clearly indicate the disposition action and date it was executed or completed. For example, "ETP required. Soldier notified 1 April 2012. Soldier response received 23 April 2012." Documents must be uploaded in the Soldier's AMHRR in the individual personnel document management system.

Chapter 6

Administrative Correction of Addenda/Annex or Written Agreement

6-1. General

States are authorized to correct minor administrative errors on incentive annexes, addendums and written agreements (hereafter referred to as contracts) IAW procedural guidance published in the incentive management system. Administrative corrections may be authorized for ARNG SRIP incentive contracts issued prior to 5 June 2012 and MGIB-SR Kicker incentives issued after 5 June 2012.

6-2. Procedures

The detailed procedural guidance in the incentive management system will be followed without exception. All corrected contracts and DA Form 4187s will be provided electronically to the State MILPO/G1/J1. These forms are

not authorized to be produced locally and must be downloaded as needed from the incentive management system. All contract errors that are not explicitly authorized for administrative correction within the procedural guidance will require an approved ETP from ARNG-G1 before the contract can be considered valid.

6-3. Administrative correction out of service process

In cases where the Soldier is out of service, the Soldier's service obligation was completed, the terms of the contract were met, and all payments due were received; the State IM may be authorized to complete the administrative corrections on the Soldier's behalf. Detailed comments in the incentive management system must include the fact that the Soldier was out of service and administrative corrections were authorized.

6-4. Recordkeeping

All Soldiers' records in the incentive management system will have detailed comments entered that clearly indicate the type of required correction and the date it was completed. For example, "Administrative correction of obsolete addendum," completed 1 April 2014. Corrected documents must be uploaded in the Soldier's AMHRR in the individual personnel document management system.

Chapter 7

Out of Service Claims and Debt Process

7-1. General

This section establishes ARNG processes and procedures for out of service claims (incentive payments due) and out of service debt (incentives requiring recoupment) for former Service members. This applies to all incentives to include MGIB-SR-Kicker. Soldiers who have been separated from the ARNG, no longer have a Master Military Pay Account (MMPA) in the Defense Joint Military Pay System-Reserve Component (DJMS-RC), and either owe money to the government or are owed a payment must be processed through the Out of Service Debt and Claims Management Office at DFAS after the action has been approved through the incentives management system.

7-2. Procedures

- a. DFAS publishes procedures for submission of both claims (payment) and debt (recoupment) at <http://www.dfas.mil/debtandclaims.html>.
- b. The ARNG will publish supplementary guidance in the incentives management system to assist states with processing out of service debt and claims for SLRP and bonuses.

7-3. Recordkeeping

Clearly annotate the records of all Soldiers participating in the incentive management system with comments that clearly indicate the appropriate type of action, disposition, and the date completed.

Chapter 8

Case Management System (CMS)

8-1. General

CMS is a management system used for entering, tracking, resolving and reporting pay. It was developed to give the finance and personnel communities the ability to resolve issues with a Soldier's records that cannot be resolved by directly updating the various pay or personnel systems. All Incentive Managers are required to have access to CMS.

8-2. Purpose

CMS is used by the Incentive Manager to request corrections to the bonus master record in the MMPA, establish debts, request CZTE reimbursement or adjusted W-2, all processing all actions for Soldiers who are currently in the Inactive National Guard and other actions as necessary. .

8-3. Obtaining a User ID and Password

- a. A DD Form 2875 (System Authorization Access Request) is required to obtain access to the CMS system. Contact your Terminal Area Security Officer (TASO) in the Military Pay Office of the USPFO in order to request access per State requirements.

- b.* The Incentive Manager should have access to the Incentive Manager inbox found under the USPFO.
- c.* Usernames and Passwords become “inactive” if not used after 30 days. This will require the unit TASO to reset the password for the user.
- d.* Usernames and Passwords become “archived” after 90 days. This will require the user to re-submit a DD Form 2875.

8-4. Recordkeeping

All Soldier records in the Army Incentive Management System will have comments entered that clearly indicate the type of action, disposition and the date completed. Documents must be uploaded in the Soldier’s AMHRR in the individual personnel document management system.

**Appendix A
References**

**Section 1
Required Publications**

AR 15-185

Army Board for Correction of Military Records (Cited in paragraphs 1-28 & 5-6)

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures (Cited in paragraphs 1-19, 1-22, 1-25 & 2-17)

AR 600-8-2

Suspension of Favorable Personnel Actions (Flags) (Cited in paragraph 1-22)

AR 601-210

Active and Reserve Component Enlistment Program (Cited in paragraphs 1-10, 1-26, 2-4, 2-8, 2-11 & 2-38)

DA Pam 611-21

Military Occupational Classification and Structure (Cited in paragraph 1-21)

DOD Federal Management Regulation Volumes 5 & 7

Financial Management Regulation (Cited in paragraph 1-29)

NGR 614-1

Inactive Army National Guard (Cited in paragraph 1-22)

Title 10 USC 1552

Correction of military records: claims incident thereto (Cited in paragraph 1-28)

Title 10 USC 1606

Defense Intelligence Senior Executive Service (Cited in paragraphs 2-36 & 2-43)

Title 10 USC 2005

Advanced Education Assistance: Active Duty agreement; reimbursement requirements (Cited in paragraph 1-25)

Title 10 USC 2107

Financial Assistance Program for Specially Selected Members
(Cited in paragraphs 2-40, 2-41, 3-23, 3-24, 3-26 & Appendix G-4)

Title 10 USC 2107a

Financial Assistance program for Specially Selected Members: Army Reserve and Army National Guard (Cited in paragraphs 2-37 & 3-22)

Title 10 USC 12301(d)

Reserve Components Generally (Cited in paragraphs 1-29 & 2-15)

Title 10 USC 12302

Ready Reserve (Cited in paragraph 2-15)

Title 10 USC 12406

National Guard in Federal Service: Call (Cited in paragraph 2-15)

Title 10 USC 16131

Educational Assistance Program: Establishment; Amount (Cited in paragraph 2-36)

Title 10 USC 16135

Failure to participate satisfactorily; penalties (Cited in paragraphs 2-43 & 3-28)

Title 10 USC 16201

Financial Assistance: Health-care Professionals in Reserve Components (Cited in paragraphs 3-3 & 3-7)

Title 10 USC 16202

Reserve Service: Required Active Duty for Training (Cited in paragraphs 3-3 & 3-7)

Title 10 USC 16203

Penalties and Limitations (Cited in paragraphs 3-3 & 3-7)

Title 10 USC 16204

Regulations (Cited in paragraphs 3-3 & 3-7)

Title 10 USC 16301

Education Loan Repayment Program: Members of SELRES (Cited in paragraphs 2-23, 2-25, 3-3 & 3-7)

Title 10 USC 16303

Loan Repayment Program: Chaplains serving in the SELRES (Cited in paragraphs 3-3, 3-7, 3-9, 3-11 & 3-12)

Title 10 USC 16401

Marine Corps Platoon Leaders Class: College Tuition Assistance Program (Cited in paragraphs 3-3 & 3-7)

Title 20 USC 1071

Statement of Purpose; Nondiscrimination and Appropriations Authorized (Cited in paragraph 2-23)

Title 20 USC 1087a

Program Authority (Cited in paragraph 2-23)

Title 20 USC 1087

Appropriations Authorized (Cited in paragraph 2-23)

Title 37 USC 302g

Special Pay: SELRES Health Care Professionals in critically short wartime specialties (Cited in paragraphs 3-3 & 3-7)

Title 37 USC 308b

Special Pay: Reenlistment Bonus for Members of the SELRES (Cited in paragraph 2-13)

Title 37 USC 308c

Special Pay: Bonus for affiliation or enlistment in SELRES (Cited in paragraphs 2-1 & 2-9)

Title 37 USC 308j

Special Pay: Affiliation Bonus for Officers in the SELRES (Cited in paragraphs 3-1 & 3-5)

Title 37 USC 326

Incentive Bonus: Conversion to Military Occupational Specialty to ease personnel shortage (Cited in paragraph 2-18)

Title 37 USC 355

Special Pay: Retention incentives for members qualified in critical military skills or assigned to high priority units (Cited in paragraph 4-1)

Title 37 USC 373

Repayment of unearned portion of bonus, incentive pay, or similar benefit, and termination of remaining payments, when conditions of payment not met (Cited in paragraph 1-30)

**Section II
Related Publications**

DODI 1205.21

Reserve Component Incentive Programs Procedures

**Section III
Prescribed Forms**

NGB Form 600-7-1-R-E

Non-Prior Service, Bonus Addendums (ARNG) Annex E to DD Form 4 (Cited in appendix B, B-4 & B-5.1.)

NGB Form 600-7-2-R-E

MOS Conversion Bonus (Cited in appendix B, B-4 & B-5.2)

NGB Form 600-7-3-R-E

Reenlistment Bonus Addendums (ARNG) Annex R to DD 4 or DA 4836 (Cited in appendix B, B-4 & B-5.3)

NGB Form 600-7-4-R-E

Enlisted Affiliation Bonus Annex B to DD Form4 ARNG Bonus Addendums

NGB Form 600-7-5-R-E

Student Loan Repayment Program Annex L to DD Form 4 ARNG Bonus Addendums

NGB Form 600-7-6-R-E

Prior Service Bonus Addendums (ARNG) Annex X to DD Form 4 (Cited in appendix B)

NGB Form 600-7-8-R-E

Officer Accession Bonus (Cited in appendix B)

NGB Form 600-7-9-R-E

Officer Affiliation Bonus (Cited in appendix B)

NGB Form 600-7-11-R-E

Critical Skill Retention Bonus (Cited in appendix B)

NGB Form 600-7-12-R-E

Deployed Dual Status Mil-Tech Retention Bonus (Cited in appendix B)

NGB Form 600-7-13-R-E

Army Guard Reserve (AGR) Selective Reenlistment Bonus (SRB) (Cited in appendix B)

NGB Form 5435

Annex K to DD Form 4 MGBI-SR Kicker Incentive Addendum (Cited in paragraphs 2-39, 3-2 and appendix B)

NGB Form 5435-1

Annex K to DD Form 4 (Supplemental) MGBI-SR Kicker Incentive Addendum (Cited in paragraphs 2-39, 3-23, 3-24, and appendix B)

**Section IV
Referenced Forms**

DA Form 11-2-R

Management Control Evaluation Certification Statement (Cited in Appendix C, D, E & F)

DA Form 597

Army Senior Reserve Officers Training Corps (ROTC) Nonscholarship Cadet Contract (Cited in paragraphs 1-22, 1-26 & 3-23)

DA Form 705

Army Physical Fitness Test Scorecard (Cited in paragraph 1-5)

DA Form 2028

Recommended Changes to Publications and Blank Forms (Cited on cover page)

DA Form 4836

Oath of Extension of Enlistment or Reenlistment (Cited in paragraphs 1-5, 2-15, 3-23, 4-5 & 5-3)

DA Form 5500

Body Fat Worksheet-Male (Cited in paragraph 1-5)

DA Form 5501

Body Fat Worksheet-Female (Cited in paragraph 1-5)

DA Form 5691-R

Request for Reserve Component Assignment Orders (Cited in paragraphs 3-7 & 5-3)

DA Form 7249

Certificate and Acknowledgement of Service Requirements and Methods of Fulfillment for Individuals Enlisting or Transferring into Units of the Army National Guard Upon REFRAD/Discharge from Active Army Service (Cited in paragraph 5-3)

DD Form 4

Enlistment/Reenlistment Document Armed Forces of the United States (Cited in paragraphs 1-5, 1-21, 2-4, 2-8, 2-12, 2-15, 2-39, 3-24, 4-5, & 5-3)

DD Form 149

Application for Correction of Military Records under the Provisions of Title 10, U.S. Code, Section 1552 (Cited in paragraph 1-28)

DD Form 214

Certificate of Release or Discharge from Active Duty (Cited in paragraphs 1-5, 1-29 & 3-64)

DD Form 215

Correction of DD Form 214 Certificate of Release or Discharge from Active Duty (Cited in paragraphs 1-5 & 1-29)

DD Form 368

Request for Conditional Release (Cited in paragraph 1-21)

DD Form 1966

Record of Military Processing – Armed Forces of the United States. (Cited in paragraph 1-5 & 4-13)

DD Form 2475

DOD Educational Loan Repayment Program (LRP) Annual Application (Cited in paragraph 2-28, 2-30, 2-31, 3-13, 3-15, 3-16, and appendix E-4)

DD Form 2875

System Authorization Access Request (SAAR) (Cited in paragraph 8-3)

NGB Form 337

Oaths of Office (Cited in paragraph 3-4 & 5-3)

NGB Form 594-1

Annex to DD Form 4 ARNG Simultaneous Membership Program Agreement (Cited in paragraph 3-23)

SF 50

Notification of Personnel Action (Cited in paragraph 1-25)

SF 52

Request for Personnel Action (Cited in paragraph 1-25)

IRS Form W-2

Wage and Tax Statement (Cited in paragraphs 1-20, 1029 & 8-2)

Appendix B**Annexes, Addendums, Written Agreements****B-1. Function**

The function of this appendix is to create a quick reference of all the forms needed to establish written agreements between the ARNG and potential applicants or retrained Soldiers.

B-2. Purpose

The purpose of this section is to assist the ARNG in providing appropriate internal controls measures. This section is not designed or intended to cover all internal controls.

B-3. Instructions

Locate the written agreement form that is associated with the incentive offered at the time of enlistment, extension, reenlistment, conversion, affiliation, appointment, or commission. Fill the documentation in accordance with instructions on the form and appropriate regulatory guidance.

B-4. Actions and Forms

Non-Prior Service	NGB Form 600-7-1-R-E
Prior Service	NGB Form 600-7-6-R-E
Enlisted Affiliation Bonus	NGB Form 600-7-4-R-E
Reenlistment Bonus	NGB Form 600-7-3-R-E
MOS Conversion Bonus	NGB Form 600-7-2-R-E (Not numbered prior to FY13)
Student Loan Repayment Program	NGB Form 600-7-5-R-E
Montgomery GI Bill Kicker	NGB Form 5435
Officer Accession Bonus	NGB Form 600-7-8-R-E (Not numbered prior to FY13)
Officer Affiliation Bonus	NGB Form 600-7-9-R-E (Not numbered prior to FY13)
Chaplain Loan Repayment Program	NGB Form 600-7-5.1-R-E
Critical Skill Retention Bonus	NGB Form 600-7-11-R-E (Not numbered prior to FY13)
Deployed Dual Status Mil-Tech Retention Bonus	NGB Form 600-7-12-R-E (Not numbered prior to FY13)
Army Guard Reserve (AGR) Selective Reenlistment Bonus (SRB)	NGB Form 600-7-13-R-E

Appendix C
Management Control Evaluation Checklist for Enlisted Incentives

C-1. Function

The functions covered by this checklist are Enlisted Incentives in the ARNG SELRES Incentives Program.

C-2. Purpose

The purpose of this checklist is to assist the ARNG in evaluating their key management controls measures to the incentives program. This section is not designed or intended to cover all internal controls.

C-3. Instructions

Answers must be based on the actual testing of key management controls such as direct observation, document analysis, database management control, and separation of duties. Answers that indicate deficiencies must be explained as well as an explanation of corrective action indicated in supporting documentation submitted the NGB. These management controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be completed on DA Form 11-2-R (Management Control Evaluation Certification Statement).

C-4. Test Questions

- a.* Are the appropriate State personnel aware of the requirements Soldiers must meet, qualify and remain qualified for enlisted incentives?
- b.* Are enlisted incentives only offered to Soldiers who meet the qualifications prescribed by the DA?
- c.* Does the ARNG have processes or systems in place to ensure Soldiers remain in the authorized vacancy or position?
- d.* Are processes in place to ensure over-strength and excess positions are not offered incentives? Do Soldier's with incentives remain the primary position holder and not put in an over-strength or excess position?
- e.* Are processes in place to ensure the appropriate personnel are aware of personnel data management system codes such as over-strength, excess codes and loss codes that will disqualify them from continued eligibility?
- f.* Are the appointed State personnel operating in Incentives and Education positions independent of the Recruiting and Retention Command (RRC) in each State, Territory, or the District of Columbia?
- g.* Are all affiliation, enlistment, reenlistment or extension documents which support and pertain to incentives uploaded in each Soldiers AMHRR in the individual personnel document management system or incentive management system record?
- h.* Has the State Incentive Manager attended or met training requirements to be qualified in position (Fiscal Law, Incentive Manager Course (Phase 1 & 2) and remain qualified (Annual IM Refresher Course)?
- i.* Are ARNG enlisted bonus and incentive reports available in the incentive management system to verify management control processes?
- j.* Does the State Incentive Manager have access to all required systems.

C-5. Supersession

This is a new management review process that does not supersede any previous processes.

C-6. Comments

To support the ARNG-HRM-I's efforts to improve the evaluation management controls: Submit comments to National Guard Bureau, Chief Personnel, Resource and Manpower Division, ATTN: ARNG-HRM, 111 South George Mason Drive, Arlington VA 22204-1382

Appendix D Management Control Evaluation Checklist for Officer Incentives

D-1. Function

The function covered by this checklist is the ARNG SRIP.

D-2. Purpose

The purpose of this section is to assist the ARNG in evaluating their key management controls measures to the incentives program. This section is not designed or intended to cover all internal controls.

D-3. Instructions

Answers must be based on the actual testing of key management controls such as direct observation, document analysis, database management control, and separation of duties. Answers that indicate deficiencies must be explained, and corrective action must be explained and indicated in supporting documentation. These management controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be completed on DA Form 11-2-R (Management Control Evaluation Certification Statement).

D-4. Test Questions

- a. Are the appropriate State personnel aware of the requirements Soldiers must meet to qualify and remain qualified for the SRIP, LRP and MGIB-Kicker incentives?
- b. Are the OAF and CLRP only offered to Soldiers who meet the qualifications prescribed by the DA?
- c. Does the ARNG SRIP have processes or systems in place to ensure Soldiers contract and remain in the authorized vacancy or position (contracted for unless due to the needs of the military)?
- d. Are processes in place to ensure that the Chaplains' and Basic Branch Officers' incentive are not offered to Applicants and Soldiers that are placed in over-strength and excess positions ?
- e. Are processes in place to ensure the appropriate personnel are aware of SIDPERS codes such as over-strength, excess codes and loss codes that will disqualify them from continued eligibility?
- f. Are the appointed personnel operating in Bonus, Incentives and Education positions independent of the RRC in each State, Territory or the District of Columbia?
- g. Are all, affiliation, accession commission and appointment documents which support and pertain to incentives uploaded in each Soldier's official military record in iPERMS and incentive management system record?
- h. Does the State Incentive Manager have access to all required systems?

D-5. Supersession

This is a new management review process that does not supersede any previous process.

D-6. Comments

To support the ARNG-HRM-I's efforts to improve the evaluation management controls: Submit comments to National Guard Bureau, Chief Personnel, Resource and Manpower Division, ATTN: ARNG-HRM, 111 South George Mason Drive, Arlington VA 22204-1382.

Appendix E
Management Control Evaluation Checklist for Student Loan Repayment Programs

E-1. Function

The function covered by this checklist is the LRP in the ARNG SRIP.

E-2. Purpose

The purpose of this section is to assist the ARNG in evaluating their key management controls measures to the LRP. This section is not designed or intended to cover all internal controls.

E-3. Instructions

Answers must be based on the actual testing of key management controls such as direct observation, document analysis, database management control, separation of duties. Answers that indicate deficiencies must be explained and corrective action must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be completed on DA Form 11-2-R (Management Control Evaluation Certification Statement). This locally reproducible form is as shown in Table or Figure.

E-4. Test Questions

- a. Are State IMs or LRP IMs and other appropriate State personnel aware of the requirements Soldiers must meet to qualify and remain qualified for the LRP incentives?
 - (1) Does Soldier have qualifying loans?
 - (2) Has Soldier provided the necessary qualifying documentation?
- b. Is the LRP only offered to Soldiers who meet the qualifications for the LRP incentive prescribed by the DA?
 - (1) Has the Soldier's loan(s) been disbursed prior to contracting?
 - (2) Are loans in good standing?
- c. Does the ARNG LRP have processes/systems in place to ensure Soldiers contract and remain in the authorized Critical Skill contracted for unless change is due to the needs of the military (unit deactivation, transformation, reorganization, mobilization/deployment)?
 - (1) Are processes in place to ensure over-strength and excess positions are not offered incentives? Do Soldiers with the LRP incentive remain as the primary position holder and are they not put in an over-strength or excess position?
 - (2) Are processes in place to ensure the appropriate personnel is aware of SIDPERS codes such as over-strength, excess codes and loss codes that will disqualify them from continued eligibility?
- d. Are appointed personnel operating in Bonus, Incentives, and Education positions independent of the RRC in each State, Territory or the District of Columbia?
 - (1) Is the State IM or LRP Manager initiating the DD Form 2475 (DOD Educational Loan Repayment Program (LRP) Annual Application) 90 days prior to anniversary date?
- e. Are all enlistment, reenlistment, extension, affiliation, accession, commission and appointment documents that support and pertain to incentives, uploaded in each Soldier's AMHRR and the incentive management system record?
 - (1) Are all documents signed and dated by the appropriate personnel in the required timeframe?
 - (2) Are all history payments accounted for and do they cohere to the Service Member's entitlements?
 - (3) Has the right personnel completed each phase?
- f. Have State personnel involved in the ARNG LRP to include MEPS GCs, Recruiting and Retention personnel and Commanders attended the Incentive Managers Course?
- g. Does the State IM or LRP Manager have access to all required systems?

E-5. Supersession

This is a new management review process that does not supersede any previous process.

E-6. Comments

To support the ARNG-HRM-I's efforts to improve the evaluation management controls. Submit comments to National Guard Bureau, Chief Personnel, Resource and Manpower Division, ATTN: ARNG-HRM, 111 South George Mason Drive, Arlington VA 22204-1382.

Appendix F Management Control Evaluation Checklist for MGIB-SR Kicker Incentives

F-1. Function

The function covered by this checklist is the MGIB-SR Kicker in the ARNG SRIP.

F-2. Purpose

The purpose of this section is to assist the ARNG in evaluating their key management controls measures to the MGIB-SR Kicker in the ARNG SRIP. This section is not designed or intended to cover all internal controls.

F-3. Instructions

Answers for Test Questions must be based on the actual testing of key management controls such as direct observation, document analysis, database management control, and separation of duties. Answers that indicate deficiencies must be explained, and corrective action must be explained and indicated in supporting documentation. These management controls must be evaluated at least once every five years. Certification that this evaluation has been conducted must be completed on DA Form 11-2-R (Management Control Evaluation Certification Statement).

F-4. Test Questions

- a. Are State GI Bill Managers/IM's, Recruiters, MEPS GC, Career Counselors, Officer Strength Managers, Commanders and authorized representatives aware of requirements Soldiers must meet to qualify and remain qualified for the ARNG MGIB-SR Kicker incentive?
 - (1) Have State GI Bill Managers/IM's attended the GI Bill Managers Course?
 - (2) Have Recruiters, MEPS GCs, Career Counselors, Officer Strength Managers, Commanders and authorized representatives attended the required professional development courses for their position?
- b. Is the MGIB-SR Kicker incentive only offered to Soldiers that meet qualifications prescribed by the ARNG SRIP?
- c. Does the ARNG SRIP have processes or systems in place to ensure Soldiers contract for and remain in the authorized vacancy or position unless due to the needs of the military ?
- d. Are processes in place to ensure that the ARNG MGIB-SR Kicker incentive is not offered to Applicants and Soldiers that are placed in over-strength and excess positions?
- e. Are processes in place to ensure Soldier's with an ARNG MGIB-SR Kicker incentive remain in the primary position for which they are contracted for and are not put in an over-strength or excess position?
- f. Are personnel management system administrators entering the correct assignment or loss reason data codes such as over-strength, excess, and loss codes, to ensure proper management of ARNG MGIB-SR Kicker incentive eligibility?
- g. Is the State GI Bill Manager/IM or an authorized representative operating independent of the RRC in each State, Territory, and the District of Columbia?
- h. Are all enlistment, reenlistment, extension, affiliation, accession commission and appointment documents that support and pertain to the ARNG MGIB-SR Kicker incentive contract uploaded in each Soldiers AMHRR in the individual personnel document management system?
- i. Are ARNG MGIB-SR Kicker incentive reports available in the incentive management system to verify management control processes?

F-5. Supersession

This is a new management review process that does not supersede any previous process.

G-6. Comments

To support the ARNG-HRM-I's efforts to improve the evaluation management controls: Submit comments to National Guard Bureau, Chief Personnel, Resource and Manpower Division, ATTN: ARNG-HRM, 111 South George Mason Drive, Arlington VA 22204-1382.

Appendix G
MGIB-SR Kicker Status Codes

G-1. Function

The function of this appendix is to create a quick reference for the ARNG MGIB-SR Kicker Status codes used to properly manage Kicker eligibility in the incentive management system.

G-2. Purpose

The purpose of this section is to assist the ARNG in providing appropriate internal controls measures. This section is not designed or intended to cover all internal controls.

G-3. Instructions

Determine current MGIB-SR Kicker eligibility using rules found in chapter 2 section VII for Enlisted Kickers and Chapter 3 section IV for Officer Kickers. Enter current eligibility code(s) in the incentive management system.

G-4. Eligibility Codes

1. Ineligible Status Codes:

- (a) AA – The Soldier does not meet the six-year obligation criteria.
- (b) AB – The Soldier does not meet criteria.
- (c) AC – The Soldier does not meet the education criteria.
- (d) AD – The Soldier erroneously reported as eligible.

2. Eligible Status Codes:

- (a) BA – The Soldier is serving in an initial qualifying period of eligibility.
- (b) BB – Eligibility Reinstated. The Soldier is serving in a second or subsequent qualifying period of eligibility.
- (c) BC – Eligibility Conditionally Reinstated. The Soldier is serving in a non-qualifying SELRES position or unit following involuntary transfer or removal from a qualifying position or unit.
- (d) BD – Eligibility Retained. The Soldier is serving in a SELRES position or unit following completion of the service obligation required for initial benefit eligibility.
- (e) BE – The Soldier retains eligibility after separation for medical reasons that are not a result of misconduct.
- (f) BF – Eligibility Retained. The Soldier is separated or transferred from the SELRES because of inactivation or reduction in the unit's authorized strength (applicable only if the date of action was during the period from 1 October 1991 to 31 December 2001).
- (g) BG – Eligibility Retained. The Soldier is separated or transferred from the SELRES because of inactivation or reduction in the unit's authorized strength (applicable only if the date of action was from 1 October 2007 to 30 September 2014).

3. Suspension Status Codes:

- (a) CB – An authorized break in service, not missionary (12-month limit).
- (b) CC – An authorized break in service, missionary (36-month limit).
- (c) CD – The Soldier is waiting on the **determination** of an unsatisfactory participation status.
- (d) CE – The Soldier voluntarily departed from a qualifying SELRES position or unit to serve in the same RC in a Non-Qualifying SELRES position or unit during the MGIB-SR Kicker incentive obligated service period. To reinstate eligibility, the Soldier must return within one year to a qualifying SELRES position or unit in the same RC as the initial designated position or unit and commit to completing the benefit obligated service. A Soldier in a MilTech status for more than 180 days within a 12-month period will use the same suspension code.
- (e) CF – The Soldier is accepting an AGR position.
- (f) CG – The Soldier is receiving a Dedicated ARNG ROTC Scholarship under 10 USC 2107. Note: A Soldier is not suspended if receiving a Guaranteed Reserve Forces Duty Scholarship.

4. Termination Status Codes:

- (a) DA – The Soldier fails to re-affiliate within the required time after suspension due to an authorized break in service (12 or 36 months).

(b) DB – The Soldier is discharged without an authorized period of non-availability. Note: Use this for a second break in service when the six-year obligation has been completed.

(c) DC – The Soldier is deceased.

(d) DD – The Soldier is determined to be an unsatisfactory participant after an appeal process.

(e) DE – The Soldier fails to complete the six-year drilling obligation or voluntarily changes the CS MOS

Appendix H
Draft memorandum for ABCMR actions



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

Office Symbol

Date

MEMORANDUM FOR Army Review Boards Agency, 251 8th Street South, Suite 385,
Arlington VA 22202-3531

SUBJECT: Exception to Policy Request for (Rank, Last Name, First Name, Middle Initial,
xxx-xx-1234)

1. A request to retain the (value, type incentive) is denied. The incentive (will be or has been) terminated (with recoupment, without recoupment)

2. (Rank, Name) did not request an Exception to Policy (ETP) at the time he was notified of the incentive discrepancy. The incentive has been terminated with recoupment and the debt has been processed through DFAS so the ARNG can no longer approve retention of the incentive or relief from recoupment.

or

2. The ARNG cannot approve an ETP to authorize (Rank, Name) to retain the (value, Type incentive) as it violates (specific violations that preclude approval). This serves as the final ARNG action as the Soldier has exhausted all administrative remedies.

3. (State)ARNG recommends that the (value, incentive type) be (retained, terminated with recoupment, terminated with relief from recoupment) for the following reasons:(specific details supporting recommendation)

4. The point of contact for this memorandum is the Education Service Officer (ESO) (Rank, Full Name) at xxx-xxx-xxxx or email:xxxxxxx@mail.mil.

SIGNATURE BLOCK
RANK, BRANCH
Chief, Military Personnel Officer

Section I
Abbreviations

AA
Active Army

ABCMR
Army Board for Correction of Military Records

ACR
Administrative Correction Request

ADT
Active Duty for Training

ADOS
Active Duty Operational Support

AFQT
Armed Forces Qualification Test

AGR
Active Guard Reserve

AIT
Advanced Individual Training

AMHRR
Army Military Human Resource Record

AMSCO
Army Management Structure Code

AOC
Area of Concentration

AR
Army Regulation

ARNG
Army National Guard

ARNG-CSG
Office of the Chief Surgeon

ARNG-HRH
G1 - Personnel Policy Division

ARNG-HRP
G1 - Personnel Division

ATTRS
Army Training Resources and Requirement System

AUS
Army of the United States

AUVS

Automated Unit Vacancy System

BCC

Battalion Career Counselor

BCN

Bonus Control Number

BCT

Basic Combat Training

CASP

Civilian Acquired Skills

CLRP

Chaplain Loan Repayment Program

CMS

Case Management System

CN

Control Number

CNGB

Chief, National Guard Bureau

CZTE

Combat Zone Tax Exclusion

CS

Critical Skill

DA

Department of Army

DAO

Departmental Accountable Official

DARNG

Director, Army National Guard

DAT

Drug and Alcohol Test

DAQ

Departmental Accountable Official

DCS

Deputy Chief of Staff

DFAS

Defense Finance and Accounting Service

DJMS-RC

Defense Joint Military System Reserve Component

DMOSQ

Duty Military Occupational Skill Qualified

DOD

Department of Defense

DVA

Department of Veterans Affairs

EIOM

Education and Incentive Operational Message

EAB

Enlisted Affiliation Bonus

ETS

Expiration Term of Service

ERB

Enlisted Record Brief

FRB

Federal Recognition Board

FedRec

Federal Recognition

FY

Fiscal Year

GCRc

Guidance Counselor Resource Center

GED

General Education Development (test)

GIBST

Army National Guard GI Bill Support Team

GIMS

Guard Incentive Management System

GNPS

Glossary Non-Prior Service

HRC

U.S. Army Human Resources Command

HQDA

Headquarters, Department of the Army

IADT

Initial Active Duty Training

IDT

Individual Duty for Training

IM

Incentive Manager

IMAs

Individual Mobilization Augmentees

iMARC

Incentive Management and Reporting Center

ING

Inactive National Guard

IST

ARNG Incentive Support Team

IRR

Individual Ready Reserve

ITAPDB

Total Army Personnel Database

JFHQ

Joint Forces Headquarters

LIC

Language Identifier Code

LRP

Loan Repayment Program

MDSSP

Medical Dental Student Stipend Program

MEPS

Military Entrance Processing Station

MEPS GC

Military Entrance Processing Station Guidance Counselor

MGIB-AD

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

MGIB-SR

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

MILED

Military Education

MILPO

Military Personnel Office

Mil Tech

Military Technician

MMPA

Master Military Pay Acct

MPMO

State Military Personnel Management Office

MOS

Military Occupational Specialty

MOSC

Military Occupational Specialty Code

MOSCB

Military Occupational Specialty Code

MRD

Mandatory Release Date

MTOE

Modified Table of Organization and Equipment

MUTA

Multiple Unit Training Assembly

NAC

National Agency Check

NARA

National Archives and Records Administration

NCOER

Noncommissioned Evaluation Report

NCOIC

Noncommissioned Officer in Charge

NGB

National Guard Bureau

NGR

National Guard Regulation

NPS

Non Prior Service

NPSEB

Non Prior Service Enlistment Bonus

OAB

Officer Accession Bonus

OAFB

Officer Affiliation Bonus

OER

Officer Evaluation Report

OIC

Officer-in-Charge

OMPF

Official Military Personnel File (obsolete term) – see AMHRR

OPM

Officer Personnel Manager

OPMS

Officer Personnel Management System

ORB

Officer Record Brief

OSM

Officer Strength Manager

PEBD

Pay Entry Base Date

PED

Promotion Eligibility Date

PME

Professional Military Education

PMOS

Primary Military Occupational Specialty

PS

Prior Service

PSEB

Prior Service Enlistment Bonus

RA

Regular Army

RC

Reserve Component

RCCC

Reserve Component Career Counselor

RCMS

Reserve Component Management System

REB

Reenlistment/Extension Bonus

REFRAD

Release from Active Duty

REQUEST

Recruit Quota System

ROTC

Reserve Officers Training Corps

RPAM

Retirement Points Accounting Management

RPAS

Retirement Point Accounting System

RRC

Recruiting and Retention Command

RSP

Recruit Sustainment Program

S3

Recruiting Operations

SA

Secretary of the Army

SAV

Staff Assistance Visits

SELRES

Selected Reserve

SIDPERS

Standard Instillation and Division Personnel Reporting System

SLRP

Student Loan Repayment Program

SMP

Simultaneous Membership Program

SQI

Special Qualification Identifiers

SRIP

Selected Reserve Incentive Programs

SSN

Social Security Number

STO

Split Training Option

STO1

Basic Training

STO2

Advanced Individual Training

TAG

The Adjutant General

TAPDB-G

Total Army Personnel Data Base Guard

TASO

Terminal Area Security Officer

TDA

Table of Distribution and Allowances

TIG

Time in Grade

TPU

Troop Program Unit (USAR)

TRADOC

Training and Doctrine Command

TSC

Test Score Category

UIC

Unit Identification Code

USAR

United States Army Reserve

USAREC

United States Army Recruiting Command

USC

United States Code

USPFO

United States Property and Fiscal Office

USR

Unit Status Reports

WOCS

Warrant Officer Candidate School

Section II

Terms

Active Duty for Training (ADT)

A tour of active duty that is used for training members of the Reserve Components to provide trained units and qualified persons to fill needs of the Armed Forces during war or national emergency and other times as national security requires. It includes annual training, special tours of ADT, school tours, and the initial duty for training performed by non-prior service enlistees.

Active Guard and Reserve (AGR)

Active duty performed by a member of a Reserve component of the Army, Navy, Air Force, or Marine Corps, or full-time National Guard duty performed by a member of the National Guard, pursuant to an order to active duty or full-time National Guard duty for a period of 180 consecutive days or more for the purpose of organizing, administering, recruiting, instructing, or training the Reserve components.

Advanced Individual Training (AIT)

The second half of Basic Training where recruits train to become experts in their chosen field.

Applicant

A person who is pre-qualified, desires voluntary enlistment in the Army National Guard, and is being considered for entry.

Armed Forces Qualification Test (AFQT)

A multiple choice test, administered by the United States Military Entrance Processing Command, used to determine qualification for enlistment in the United States armed forces.

Army Board for Correction of Military Records(ABCMR)

Highest level of administrative review board within the Department of the Army. The board's mission is to correct errors in or remove injustices from Army military records.

Army Management Structure Code (AMSCO)

A uniform code contained in DFAS-IN Manual 37-100 which is the official accounting code for use in classifying financial and budgetary transactions in accordance with the activities defined in the Army Management Structure. Also called a fiscal code.

Army Military Human Resource Record (AMHRR)

An administrative record as well as the official permanent record of military Service belonging to a Soldier. It remains in Army control for 62 years from a Soldier's final separation date and, upon the 63rd year, is transferred to the National Archives and Records Administration (NARA).

Anniversary Date

The anniversary date from accession/commission/enlistment/affiliation or from contract start date of reenlistment/extension in which a Service member completes a good year of service in the Reserve Component.

Automated Unit Vacancy System (AUVS)

System designed to improve vacancy management by reducing the number of manually created vacancies. . It manages and tracks shortages that have been identified through the unit status report.

Basic Combat Training (BCT)

Initial training required to become a Soldier.

Civilian Acquired Skills Program (CASP)

Award of an MOS based on qualifying skills acquired through civilian education and experience.

Bonus Control Number or Control Number (BCN or CN)

An incentive control number in the incentive management system.

Critical Skill (CS)

Any military occupational specialty designated by the Secretary of Defense concerned as a skill that is needed to meet readiness requirements and for which, the Secretary of Defense concerned has determined the use of an incentive would improve readiness posture. For purposes of this policy, the following applies:

a. Enlisted CS – An MOS determined to be critical by ARNG leadership priorities. The CS for ARNG members is a Soldier who is the primary position holder, not in an over-strength or excess in a MOS that matches the authorized military grade and skill qualification commensurate with the position.

b. Officer/Warrant Officer CS – an AOC/MOS determined to be critical by ARNG leadership priorities. The CS for current ARNG Officers is a Soldier who is the primary position holder, not in an over-strength or excess status in a AOC/MOS that matches the authorized military grade and skill qualification commensurate with the position.

Defense Joint Military System Reserve Component (DJMS-RC)

Military pay system that centralizes all Reserve Pay at the Defense Finance and Accounting Service – Indianapolis (DFAS-IN).

Education and Incentive Operational Message (EIOM)

Memorandum providing changes or updates to procedural guidance affecting the SRIP policy in the 54 States, Territories, and the District of Columbia.

Enlisted Affiliation Bonus (EAB)

Monetary incentive that may be offered to an eligible enlisted Soldier currently serving 180 days or less, or has served in an active duty status, and was discharged or released under honorable conditions who executes a written agreement to serve with a Reserve Component.

Enlisting Official

Officer who swears in an enlistee or commissioning officer and signs enlistment documents as "Enlisting Official" on a bonus addendum or agreement. If the enlisting officer is not available, the Senior MEPS GC may sign the bonus addendum or agreement.

Enlistment

An agreement for service in the Ready Reserve under 10 USC 12103.

Expiration Term of Service (ETS)

Completion date of an Enlisted Soldier's contract.

Fiscal Code

See Army Management Structure Code (AMSCO)

Fiscal Year (FY)

A 12-month period for which an organization plans the use of its funds. The military fiscal year is 1 October - 30 September.

Guard Incentive Management System (GIMS)

The current official education and incentive tracking system for the ARNG which replaced the Incentive Management and Reporting Center (iMARC) system. It is a menu-driven, web-based application with improved tracking and monitoring capability of Soldier education and incentive programs.

Glossary Non-Prior Service (GNPS)

An applicant who was previously separated from any U.S. Armed Force, to include a reserve component, is classified GNPS if he/she served on active duty for less than 180 days and have not previously been awarded an MOS. (This includes applicants who were discharged from a "conditional enlistment because of a positive pre-accession drug and alcohol test (DAT)). Applicants who are MOS qualified, regardless of time on active duty, are considered prior service.

Guidance Counselor Resource Center (GCRC)

Recruiting database that stores applicant information.

Initial Active Duty Training (IADT)

Combination of BCT and AIT in order to be awarded an Army MOS.

Individual Ready Reserve (IRR)

Members of the Ready Reserve not assigned to the SELRES or the ING.

Military Technician (Mil Tech)

That category applies to Federal civilian employees of a Military Department, who occupy military technician positions and who are required to be a dual status member of the Reserve Component that they support.

Non Prior Service (NPS)

A person who has never served in any branch of the military.

Non Prior Service Enlistment Bonus (NPSEB)

Monetary incentive which may be offered to eligible applicants who have never served in any branch of the military. This person must agree to serve with a Reserve Component.

Officer

A member of an armed force or uniformed service who holds a position of authority.

Officer Accession Bonus (OAB)

Monetary incentive offered to an eligible newly commissioned or appointed officer or warrant officer. This person must agree to serve with a Reserve Component.

Officer Affiliation Bonus (OAFB)

Monetary incentive offered to an eligible officer or warrant officer currently serving 180 days or less, or has served in an active duty status and was discharged or released under honorable conditions. This person must agree to serve with a Reserve Component.

Pay Entry Base Date (PEBD)

The date from which pay longevity is computed. The pay entry base date is the date at which a Soldier initially enlisted into the military or was commissioned. If there was a break in service or delayed entry, the pay entry base date may be adjusted and may not necessarily reflect the actual entry date.

Prior Service (PS)

An applicant with more than 180 days of military service, or those who graduated from military job-training regardless of time-in-service.

Prior Service Enlistment Bonus (PSEB)

Monetary incentive offered to prior service applicants who have served more than 180 days in any branch of the military and have been awarded an MOS.. This person must agree to serve with a Reserve Component.

Ready Reserve

Program implemented by the Department of Defense to maintain a pool of trained service members that may be recalled to Active Duty should the need arise.

Recruit Quota System (REQUEST)

An automated enlistment and training space management system designed to support recruiting and retention missions.

Re-enlistment or Extension

A second or subsequent enlistment in a Reserve Component.

Reenlistment and Extension Bonus (REB)

Monetary incentive which may be offered to current eligible Reserve Component members who executes a written agreement to continue to serve.

RETAIN - The Army Automated Re-enlistment and Re-classification System

An automated system that identifies and reserves assignment vacancies for potential re-enlistees and determines MOS availability for Soldiers undergoing re-classification based upon the individual's qualifications and the needs of the Army. It is also used to process enlisted Soldiers for re-enlistment or re-classification assignments.

Reserve Officers Training Corps (ROTC)

A college-based program for training commissioned officers of the United States armed forces.

Selected Reserve (SELRES)

SELRES is composed of Troop Program Units, Active Guard and Reserve Soldiers, and Individual Mobilization Augmentees. SELRES soldiers are required to participate in military drills one weekend each month and two weeks of military training each year.

Service Representative

The following officials noted below are defined as Service Representatives and are authorized to sign the bonus addendum or agreement as a witness during accession, affiliation, commission, enlistment, reenlistment or extension – MEPS GC, Reserve Component Career Counselor (RCCC), Retention NCO, Readiness NCO, Battalion Career Counselor (BCC), Unit Career Counselor, Officer/Enlisted Recruiter.

Simultaneous Membership Program (SMP)

A volunteer officer training program that allows Army National Guard enlisted members to participate in the Advanced Reserve Officers Training Corps Program.

Sole survivorship discharge

Separation of a member from the Armed Forces, at the request of the member, pursuant to the Department of Defense policy permitting the early separation of a member who is the only surviving child in a family in which he, the father or mother, or one or more siblings—

- a. Served in the Armed Forces; and
- b. Was killed, died as a result of wounds, accident, or disease, is in a captured or missing in action status, or is permanently, 100 percent, disabled or hospitalized on a continuous basis, and is not employed gainfully because of the disability or hospitalization; and
- c. The death, status, or disability did not result from the intentional misconduct or willful neglect of the parent or sibling and was not incurred during a period of unauthorized absence.

Split Training Option (STO)

An enlistment option in which recruits cannot complete their training at one time. This program allows you to split your basic training and complete initial entry training, then return at a later date and complete AIT.

- a. STO1 – Basic Training
- b. STO2 – AIT

Standard Installation and Division Personnel Reporting System (SIDPERS)

The database of record for all Army National Guard Soldiers. It provides information retrieval capabilities for Commissioned Officers, Warrant Officers, and Enlisted Personnel. It is designed to support the functional areas of strength accounting and personnel management. SIDPERS has the capability of interfacing with other systems such as those within the Military Pay Branch, Retirement Points Accounting Management (RPAM) System and the current ARNG incentive management system. In addition, SIDPERS generates outputs for external interfaces and data transfers.

State(s)

The term State or States refers to either singularly or collectively as the 50 States of the U.S., the Commonwealth of Puerto Rico, the U.S. Virgin Islands, the Territory of Guam, and the District of Columbia.

Temporary Assignment as a Military Technician

For this policy, a military technician assignment is temporary when the assignment is for a period of less than 180-days and there is no expectation of continued employment as a military technician beyond that date.

Test Score Category (TSC)

An AFQT score is used to determine basic qualification for enlistment. AFQT Scores are divided into the following categories:

- Category I - 93-99
- Category II - 65-92
- Category III A - 50-64
- Category III B - 31-49
- Category IV A - 21-30
- Category IV B - 16-20
- Category IV C - 10-15
- Category V - 0-9

Total Army Personnel Data Base Guard (TAPDB-G)

The ARNG's standardized data base containing military personnel data to fully support all personnel manning and sustainment functions during peacetime and while deployed. The system is responsible for pushing information fed by SIDPERS transactions to the Integrated Total Army Personnel Database (ITAPDB) and over 30 other interfacing systems.

Unit Status Reports (USR)

The measured resource or status levels in a unit at a specific point in time.

Unsatisfactory Participation

Failure to fulfill the contractual obligation or military service agreement as a member of the Ready Reserve. Participation is unsatisfactory when Members of a SELRES unit acquire at least nine unexcused absences from scheduled training within a 12-month period, or Members of the Ready Reserve (other than the SELRES) fail to meet the standards prescribed for annual screening, attendance at ADT, training advancement, misconduct for military offenses, and performance of duty.

Witnessing Officer

Officer/warrant officer or designated official who signs a bonus addendum or agreement as a witness during accession, affiliation, commission, enlistment, reenlistment, or extension.

Section III

Special Abbreviations and Terms

This section contains no entries.