



Army National Guard POLICY

ARNG FY18 SRIP Policy #18-01
18 September 2017

ARNG-HRZ

SUBJECT: The Army National Guard (ARNG) Selected Reserve Incentive Program (SRIP) Policy for Fiscal Year (FY) 2018, (ARNG HRZ Policy #18-01)

References: See Enclosure 1

1. PURPOSE. The FY18 SRIP Policy is effective 1 October 2017 and will expire effective 30 September 2018 unless extended or rescinded. The yearly SRIP policy assists leadership in meeting ARNG readiness requirements. It provides recruiting and retention incentives to assist in filling critical shortages. Incentives are implemented in those situations where other less costly methods have proven inadequate in supporting unit and skill staffing requirements.
2. APPLICABILITY. This Policy applies to all States, Puerto Rico, the US Virgin Islands, Guam, and the District of Columbia. (See Enclosure 3)
3. POLICY. This policy prescribes standards for administering the ARNG SRIP for FY18. This policy in conjunction with National Guard Regulation (NGR) 600-7 supersedes all previous SRIP policies, guidance, instruction, Montgomery GI Bill-Selected Reserve (MGIB-SR) Kicker policies, and Education Incentive Operational Messages (EIOMs).
4. RESPONSIBILITY. See Enclosure 2.
5. PROCEDURES. See Enclosure 3.
6. RELEASABILITY. **Unlimited**. This policy is approved for public release and is available on the Internet through the National Guard StrengthNet on the Guard Incentive Management System (GIMS) Website at: <https://smms.army.pentagon.mil/SMMS/Default2.aspx>.

EDWARD REILLY
COL, GS
G1, Army National Guard

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ENCLOSURE 1

REFERENCES

- (a) National Defense Authorization Act for Fiscal Year 2017, Title VI, Subtitle B-Bonuses and Special Incentive Pays.
- (b) United States Code (USC) Title 10, Subtitle E, Part IV, Chapter 1606, Educational Assistance for Members of the Selected Reserve.
- (c) USC Title 10, Subtitle E, Part IV, Chapter 1609, Education Loan repayment program; members of Selected Reserve.
- (d) USC Title 32, Chapter 3, Personnel.
- (e) USC Title 37, Chapter 5, Subchapter I, Existing Special Pay, Incentive Pay, and Bonus Authorities.
- (f) USC Title 37, Chapter 5, Subchapter II, Consolidation of Special Pay, Incentive Pay, and Bonus Authorities.
- (g) Department of Defense Financial Management Regulation (DODFMR) 7000.14-R, Volume 7A, Military Pay Policy and Procedures-Active Duty and Reserve Pay, April 2017.
- (h) DODFMR 7000.14-R, Volume 7A, Chapter 2, Repayment of Unearned Portion of Bonuses and Other Benefits, July 2016.
- (i) Department of Defense Instruction (DoDI) 1205.21, 20 Sep 99, subject: Reserve Component Incentive Programs.
- (j) DoDI 1304.31, 12 Mar 13, subject: Enlisted Bonus Program (EBP).
- (k) DoDI 1304.34, 11 Jul 16, subject: General Bonus Authority for Officers.
- (l) Department of Defense Directive (DoDD) 1322.17, 15 Jan 15, subject: Montgomery GI Bill-Selected Reserve (MGIB-SR).
- (m) Army Regulation (AR) 621-202, Army Educational Incentives and Entitlements, 26 Sep 17
- (n) AR 601-210, Active and Reserve Components Enlistment Program, 31 Aug 16.
- (o) AR 600-8-2, Suspension of Favorable Personnel Actions (Flags), 11 May 16.
- (p) AR 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers, 30 Jun 99.
- (q) Department of the Army Pamphlet (DA PAM) 600-3, Commissioned Officer Professional Development and Career Management, 26 Jun 17.
- (r) National Guard Regulation (NGR) 600-7, SRIP, 12 Aug 14.
- (s) Memorandum, Office of the Under Secretary of Defense, Personnel, and Readiness, 2 May 11, subject: Extension of the Pilot Study and Policy for Home School Diploma Graduates.
- (t) Memorandum, Headquarters, Department of the Army, ATTG-TRI-VP, 6 May 08, subject: Conversion of Sister Service Occupational Specialties to Army Military Occupational Specialties (MOSs).
- (u) Memorandum, Headquarters, Department of the Army, ATSH-IPP, 1 Feb 08, subject: Conversion of US Navy, Marine Corps, and Air Force Enlisted Military Occupational Specialty (MOS) Identifiers.
- (v) Personnel Policy Operation Memorandum (PPOM) 15-039, ARNG-HRH, 23 Dec 15, Subject: Clarification of Initial Entry Training Requirements to meet Deployment Eligibility Criteria.

ENCLOSURE 2

RESPONSIBILITY

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

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

8. Officer Strength Manager (OSM): Functions as resident expert on regulatory and published guidance as it relates to ARNG officer programs. The OSM is responsible for tracking and counseling Soldiers in officer/warrant officer producing programs regarding incentive opportunities prior to commissioning or appointment. He or she verifies transitioning and affiliating officers /warrant officers with incentives are in- processed correctly. He or she is responsible for issuing ARNG incentives 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.

ENCLOSURE 3

PROCEDURES

1. GENERAL

This policy in conjunction with NGR 600-7 prescribes eligibility criteria, procedures, and standards for administering the ARNG SRIP for FY18. This policy will supersede all previous SRIP polices, guidance, instructions, Montgomery GI Bill-Selected Reserve (MGIB-SR) Kicker policies and Education Incentive Operation Messages (EIOMs) except for EIOMs published after the effective date of this FY18 SRIP and their applicable references. Any updates or changes to this policy will be published as EIOMs. Although the ARNG attempts to list all eligibility requirements within the SRIP policy, additional requirements may be found in NGR 600-7. Any discrepancies will be provided to ARNG-HRM-I for dispositioning or additional instructions. This policy, EIOMs and previous policies are posted in the G1 ARNG portal at <https://g1arng.army.pentagon.mil/Policies/EIOM/Pages/Default.aspx>.

2. APPLICABILITY

The policy applies only to individuals entering or currently serving in an active status within the ARNG Selected Reserve. All individuals that may qualify for an incentive must fully process through Military Entrance Processing Station (MEPS). (Exceptions: Soldier transitioning from Active Duty (AD) to Reserve Component (RC) and current ARNG Soldiers serving in an active status). Applicants applying for Urgent Modified Table of Organization and Equipment (MTOE) units or Special Forces, Urgent or medical Table of Distribution and Allowances (TDA) units will be processed under tier level guidance addressed in Enclosure 4. For the purpose of incentives “Urgent” units will refer to Focused Readiness Units, Urgent Force Pool Units, and Cyber.

3. REQUIREMENTS

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

b. Privileged Level Training Requirements: The training courses below meet the requirements for privileged level access to GIMS. While the Comptroller’s Accreditation and Fiscal Law (FL) Course is highly recommended, the FL certificates that are Judge Advocate General (JAG), Comptroller or United States Property and Fiscal Office USP&FO led will be accepted for meeting the revalidation requirement. The Comptroller’s Accreditation and FL

Course Certificate is only valid for 3 years. If it has been 3 years since the user last completed the FL course, a new one must be awarded. Failure to have a valid certificate will result in the user being reduced to Non-Privileged level access.

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

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

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

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

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

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

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

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

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

g. GIMS Annual Recertification Requirements:

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

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

ENCLOSURE 4

INCENTIVES

1. NON-PRIOR SERVICE ENLISTMENT BONUS (NPSEB).

a. **General:** The NPSEB is authorized in accordance with (IAW) with Title 37 United States Code (U.S.C.) Subchapter II and DODI 1304.31 to a person who has not previously served in the armed forces or has served in the armed forces, but was released from such service before completing the basic training requirements of the armed force of which the person was a member and the service was characterized as either honorable or uncharacterized. The ARNG authorizes this incentive in conjunction with Enclosure 6 (ARNG FY18 SRIP MATRIX) and the additional eligibility requirements listed in this section. (Glossary NPS, NPS 09S/09W, 09R Simultaneous Membership Program (SMP) and accessions into the Recruit Force Pool (RFP) are not authorized). ARNG MEPS Guidance Counselor (GC) is responsible for ensuring the applicant is eligible for this incentive prior to selecting.

b. **Eligibility:**

- (1) Skill level 1 (grades E4 or below).
- (2) Mental (ASVAB) Test Score Category (See Matrix Enclosure 6)
- (3) Education Tier level 1.
- (4) Top 10 State MOS List.

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

2. OFF PEAK SHIP OPTION (OP) BONUS

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

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

- (1) Skill level 1 (grades E4 or below).
- (2) Mental (ASVAB) Test Score Category (See Matrix Enclosure 6)

(3) Education Tier level 1.

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

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

3. PRIOR SERVICE ENLISTEMENT BONUS (PSEB)

a. **General:**

The PSEB is authorized IAW with Title 37 U.S.C, Subchapter II and DODI 1304.31 to a former enlisted member of an armed force who enlists in the Selected Reserves (SELRES) of the Ready Reserve of an armed force. The ARNG authorizes this incentive in conjunction with Enclosure 6 (ARNG FY18 SRIP MATRIX). Applicants applying for Urgent MTOE units or Special Forces, cyber or medical TDA units will be processed under tier level guidance addressed in Enclosure 7 & 8.

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

b. **Eligibility:**

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

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

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

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

(5) Have not previously received the PSEB.

(6) A recipient enlisting from a branch of service other than the Army for a DMOSQ Critical Skill (CS) position must meet the requirements as prescribed in reference 1.r. (exceptions authorized in accordance with reference 1.s.). No recipient will be contracted for this

incentive until the Military Occupational Specialty (MOS) conversion is approved by the authorizing proponent prior to enlistment.

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

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

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

c. Method of Payment:

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

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

4. ENLISTED AFFILIATION BONUS (EAB)

a. General:

The EAB is authorized IAW with Title 37 U.S.C, Subchapter II and DODI 1304.31 to a former enlisted member of an armed force who executes an agreement to serve in the SELRES of the Ready Reserve after being discharged or released from active duty under honorable conditions. The ARNG authorizes this incentive to those serving on Active Duty Army transitioning through the Reserve Component Career Counselor (RCCC) or to a service member currently assigned to the Individual Ready Reserve (IRR) with a remaining Military Service Obligation (MSO) and last period of service was the Active Component (Reserve Component Soldiers that were mobilized are not authorized). The ARNG authorizes this incentive in conjunction with AR 601-210, NGR 600-7, Enclosure 6 (ARNG FY18 SRIP MATRIX) and the additional eligibility requirements listed in this section. If enlisting Non-DMOSQ, the Soldier must complete training within 24 months Date of Enlistment. Soldiers who last separated from the Selected Reserves are not eligible. The ARNG MEPS GC is responsible for ensuring the applicant/Soldier is eligible for this incentive prior to selecting. Applicants applying for Urgent

MTOE units or Special Forces, cyber or medical TDA units will be processed under guidance addressed in Enclosure 7 & 8.

b. Eligibility:

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

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

(3) Have less than 16 years of total military service at contract start date.

(4) Enlist in an MOS on Enclosure 5 (EAB Critical MOS list).

(5) Meet the Reentry Eligibility (RE) and Separation Program Designator (SPD) code requirements for affiliation IAW AR 601-210, dated 31 August 2016.

c. Method of Payment:

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

(2) 6-Year DMOSQ (2 installments): (Initial) 50% processed upon reporting to unit of assignment DMOSQ in the contracted MOS and recorded in GIMS. (2nd) 50% processed on the 4th anniversary calculated from the Date of Enlistment and recorded in GIMS.

(3) 6 Year Non-DMOSQ: Lump sum payment processed within 180 days of becoming DMOSQ in the contracted MOS and recorded in GIMS. Must become DMOSQ within 24 months from Date of Enlistment.

5. REENLISTMENT/EXTENSION BONUS (REB)

a. **General:** The REB is authorized IAW with Title 37 U.S.C, Subchapter II and DODI 1304.31. The ARNG authorizes this incentive in conjunction with the NGR 600-7, AR 601-210, Enclosure 6 (ARNG FY18 SRIP MATRIX) and the additional eligibility requirements listed in this section. Soldiers serving in a 9993 excess position (code 9993 in GIMS) are not eligible. The State non-privileged user is responsible for ensuring the Soldier is eligible for this incentive. A Soldier who is otherwise eligible to extend, but in an excess position may qualify for an REB upon reassignment to an Urgent Unit identified by the ARNG Base Operation Plan. In addition, a Soldier may qualify for the REB if in an authorized over-strength excess position of an Urgent Unit. (ARNG Over-strength Policy IAW PPOM #17-005, 2 February 2010).

b. Eligibility:

- (1) Grade E-3 through E7. Grade commensurate with position or position no greater than one grade above Soldier current grade.
- (2) Have less than 13 years TIS on contract start date.
- (3) Must be DMOSQ unless due to mobilization, reorganization, transformation or unless they are 25 or 35 Series Soldiers transferring to a Cyber Unit.
- (4) Within extension window 365 to Expiration Term of Service (ETS) date.
- (5) Additional units authorized are Special Operations Detachments (SOD), Medical TDAs and Cyber units.

c. Method of Payment:

- (1) 2-Year REB DMOSQ: Lump sum processed upon contract start and verification in GIMS.
- (2) 6-Year REB (2 installments): (Initial) 50% processed upon contract start date and recorded in GIMS. (2nd) 50% processed on the 4th anniversary calculated from contract start date and recorded in GIMS.

6. MOS CONVERSION BONUS (MOSCB)

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

b. Eligibility:

- (1) Be a current ARNG service member serving in an excess position (coded 9993 in GIMS) and voluntarily/involuntary fill a valid vacant position where the MOS is less than 90 percent filled at state level.
- (2) Be in grade E6 or below and have completed all service obligations incurred for receipt of an enlistment or retention bonus. Note: Soldiers in enlistment grade of E-6 can have no more than 10 years of service at time of entering the conversion agreement. Soldiers in grade E-5 or below are not restricted to time in service requirements.
- (3) Contract for at least a 3 year service obligation at time of MOS award.

c. Application Process:

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

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

(3) The State IM must do the following:

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

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

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

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

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

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

(1) Completed NGB MOA.

(2) Copy of MOS award order.

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

a. Officer Accession Bonus (OAB)

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

received financial assistance through the loan repayment program, IAW Sections 16201,16301, 16302, or 16303 of Title 10 U.S.C are not eligible for a bonus.

(2) **Eligibility:** Must not have previously held a commission/appointment. Must access in grades O-1 or O-2 for a specified AOC as determined by GIMS. In addition, must meet the qualifications in Enclosure 6 (ARNG FY18 SRIP MATRIX). Exception to grade is only for Judge Advocate (27A) and Chaplain (56A). Chaplain candidates (56X) are not eligible but may become eligible upon commission/appointment as a Chaplain.

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

b. Warrant Officer Accession Bonus (WOAB)

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

(2) **Eligibility:** Must not have previously held a commission/appointment. Must access in grades WO-1 or WO-2 for a specified MOS listed in Enclosure 5. In addition, must meet the qualifications in Enclosure 6.

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

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

a. Officer Affiliation Bonus (OAFB) (SUSPENDED)

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

(2) **Eligibility:** Must affiliate in grade 0-2 through 0-4. Soldier may affiliate DMOSQ or Non-DMOSQ but must obligate for a 6-year term. Soldier must have fewer than 15 years of qualifying military service towards a regular or non-regular retirement, in accordance with DoDI 1215.07. The Officer must not have been a two-time non-select for promotion and received an Honorable discharge from all prior periods of service. An officer is not eligible for a bonus if the individual was previously discharged or released from active duty or military service in an active status based on a determination of misconduct, substandard duty performance, or moral or

professional dereliction. Grade immaterial for Judge Advocate (27A) and a Chaplain (56A). Officer must continue to meet all physical requirements for the contracted AOC from the contract signature date up to REFRAD. Officer must not be receiving retired or retainer pay or be eligible for retirement.

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

b. Warrant Officer Affiliation Bonus (WOAFB)

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

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

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

9. OFFICER/WARRANT OFFICER RETENTION BONUS (SUSPENDED)

a. **General:** The Officer Retention Bonus is authorized in accordance with Section 332(a)(3) of Title 37, U.S.C., in order to retain the adequate number of qualified officers.

b. **Eligibility:** The officer must have completed their Commissioning obligation and agree to extend for three years. The officer is not eligible for the bonus if they have 16 or more years of active commissioned service. The retention bonus may not extend an officer's service beyond 25 years of qualifying service.

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

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

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

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

(1) **Enlisted Accessions**

(a) Non Prior Service MGIB-SR Kicker

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

(ii) Education Tier Level 1

(iii) Incentive combination IAW Enclosure 6 (ARNG FY18 SRIP MATRIX)

(b) Prior Service MGIB-SR Kicker

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

(ii) Incentive Combinations IAW Enclosure 6 (ARNG FY18 SRIP MATRIX).

(iii) DMOSQ in grade E-5 or below.

(iv) Meet the RE and SPD code requirements for affiliation if affiliating from AD, IAW AR 601-210, dated 31 August 2016.

(v) Meet the requirements to be awarded the MOS at the time of affiliation/enlistment if enlisting from a branch of service other than the Army for a DMOSQ CS position. The Soldier will not have his or her "Eligibility Status" marked as "BA" until coded as DMOSQ in SIDPERS and GIMS.

(2) Reenlistment/Extension Kicker

(a) Has not previously contracted for a MGIB-SR Kicker incentive in any component.

(b) Reenlist or extend DMOSQ in the grade of E-7 or below in an MOS that matches the authorized military grade and skill qualification commensurate with the position for which reenlisting/extending.

(c) Soldiers serving their initial six-year service obligation with the ARNG may reenlist/extend for the MGIB-SR Kicker after completing three years of service. Soldiers serving in second or subsequent enlistments or extensions may reenlist/extend for this incentive at any time.

(d) A deployed Soldier coded “999K” in both SIDPERS and GIMS who meets all other eligibility requirements is eligible to contract for the MGIB-SR Kicker.

(e) A Soldier is not eligible if transferred to the ARNG Medical Management Activity (MMA) and listed excess in GIMS while in a medically non-available status.

(3) Officer Commissioning Programs

(a) **Officer Supplemental (Bump-Up).** A Soldier who previously contracted and established eligibility for a \$100 or \$200 MGIB-SR Kicker may increase the Kicker rate to \$350 upon entering a commissioning program provided the candidate:

(i) Completes the MGIB-SR Kicker Supplemental Addendum (NGB Form 5435-1) prior to commissioning.

(ii) A Soldier who has not completed the 6-year MGIB-SR Kicker obligation from the original contract must complete the balance of the obligation to retain the Officer Supplemental Kicker. No additional service obligation is required for Soldiers who have completed the original MGIB-SR Kicker 6-year obligation.

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

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

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

(c). **Reserve Officers’ Training Corps (ROTC) Kicker.** A Soldier enrolled as a Simultaneous Member in the ROTC Advanced Course (MSIII) (09R) without a previous MGIB-SR Kicker contract and who has not received financial assistance in the form of a Senior

ROTC Scholarship (Title 10, Section 2107 - Dedicated Guard Scholarship) may contract for the \$350 MGIB-SR Kicker provided the cadet:

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

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

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

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

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

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

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

MGIB-SR Kicker Categories and Payment Rates	
Kicker Category	Monthly Payment (Full-Time enrollment)
Enlisted Accessions (NPS and PS)	\$350
Reenlistment/Extension	\$200
Officer Commissioning (Supplemental, OCS, WOCS, ROTC)	\$350

11. STUDENT LOAN REPAYMENT PROGRAM (SLRP)

a. **General:** The SLRP is authorized in accordance with Title 10 U.S.C Chapter 1609, subsection 16301. The SLRP provide repayment of authorized loans up to a maximum cap

amount of \$50,000 inclusive of interest as established by the Department of the Army. Repayment of eligible loans begins when the request for payment(s) has been requested by the Soldier 90 days prior to each anniversary date. Eligible loans in default status prior to contracting are not eligible for repayment during the contracted term. National Student Loan Database System (NSLDS) documents (Summary Aid/Detailed Loan Information Sheets) must contain a date within 30 days of the pre-approval. MEPS GCs and RCCC are not authorized to offer the SLRP without a valid pre-approval conducted through GIMS.

b. **Eligibility:** The SLRP is authorized to NPS, PS, and Current ARNG members IAW Enclosure 6 (ARNG FY18 SRIP MATRIX) and additional criteria listed below. In addition, individual must have eligible federally backed disbursed loans IAW Title 10 U.S.C Subsection 16301 (Exception: PLUS loans when the person whom is responsible for repayment of the loan and is performing the service obligation.) at time of contracting.

(1) Non Prior Service IAW with Enclosure 6 (ARNG FY18 SRIP MATRIX).

(2) Prior Service/Current ARNG Soldiers

(a) IAW with Enclosure 6 (ARNG FY18 SRIP MATRIX)

(b) Have less than 16 years of service at time of contracting.

(c) Grade E7 or below.

(3) 09S OCS Enlistment Option (NPS/PS)

(a) IAW with Enclosure 6 (ARNG FY18 SRIP MATRIX)

(b) Must have a minimum of 90 semester hours listed on official transcripts or have a bachelor's degree or higher.

c. **Method of Payment:** The portion or amount of a loan(s) that may be repaid is 15% or \$500, whichever is greater, for each year of satisfactory service, plus the amount of any interest that may accrue during the current year. All payments are made to the lending institution and NOT to the Soldier. Repayments inclusive of interest will be no greater than the initial principal balance. Loans entering a default status after contract start date are not eligible for repayment. Loans returning to a good standing may be eligible for repayment in the next entitlement year. Loan(s) having an outstanding balance less than the calculated authorized repayment amounts are only authorized that amount.

(1) Soldier signs section 2 of DD Form 2475, DOD Educational Loan Repayment Program (LRP) Annual Application that is available to be printed out of GIMS 60 days prior to anniversary payment date.

(2) Soldier will submit (mail, fax or scan) the following documentation each and every year to the State IM/SLRP Manager to include if submitting for previously missed anniversary payments, and must be within the time constraints as noted below for each payments:

(a) Copy of my National Student Loan Data System (NSLDS) Summary Aid sheet that is dated within 30 days of scheduled anniversary payment date.

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

(c) Copy of my original promissory note(s) and disbursement sheet(s) for all Title IV loan(s) not listed on the NSLDS website and/or loan(s) that were consolidated after the contract signature date.

(d) Other supporting documentation as necessary to support approval of payment.

d. Suspension of 09S **SLRP Only**.

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

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

(3) Candidate has not accepted his or her commission within 3 years of the date of enlistment.

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

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

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

(2) An Army Medical Department (AMEDD) Officer who received SLRP/09S will be terminated effective the date he or she is appointed to an AMEDD Corps or branch. Note: This does not apply to AOCs 67J, 70B, and 72D, which follow the above guidance for basic branches.

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

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

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

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

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

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

(3) An Officer enlisting under 09S who is listed excess "9993" in GIMS during the contractual period while serving as an Officer. The effective date of termination is the date the Officer is coded excess.

12. CHAPLAIN LOAN REPAYMENT PROGRAM (CLRP)

a. **General:** The Chaplain Loan Repayment is authorized IAW Title 10 U.S.C 16303. ARNG authorizes this incentive in conjunction with DoDI 1205.21, NGR 600-7 and Enclosure 6 (ARNG FY18 SRIP MATRIX). Chaplains requesting payment above the original approved CLRP agreement amount of \$20,000 must, upon completion of the current 3-year agreement, request a new \$20,000 CLRP Control Number (CN). The maximum lifetime amount of this benefit will not exceed \$80,000.

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

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

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

13. AGREEMENTS/ADDENDUMS

General: IAW Title 10, Title 37 U.S.C, DoDI 1205.21, DoDI 1304.31 and DODI 1304.34 an applicant/Soldier must enter into an agreement outlining the terms and conditions for receiving an incentive/bonus. The agreement will explain the subject of repayment for failing to complete the period of obligated service or other conditions of service for which the incentive/bonus is paid. Agreements will be executed on or prior to any obligated service period and are only valid when containing all required signatures and dates, Bonus Control Numbers (BCN) and printed from authorized systems. The authorized systems for generating addendums

are GIMS and Guidance Counselor Resource Center (GCRC) unless written approval is granted by ARNG-HRM-I (ARNG-HRM-E for Kicker). Additional instructions for specific incentives will be listed below.

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

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

14. FUNDS AND TAXES

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

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

15. POSITION VACANCIES

General: IAW NGR 600-7, paragraph 1-9 and AR 601-210, paragraph 10-3, d. incentives may only be authorized to identify positions for FY18 within MTOE units, Special Forces, Cyber or Medical TDA units. Additional units may be authorized when defined within the specific incentive type. The Automated Unit Vacancy System (AUVS) is the system of record for determining valid vacancies for incentives, except for incentives offered at the time of reenlistment/extension. Soldier's grade must be commensurate with position grade or in position no more than one grade above. No manually built vacancy or excess positions (coded 9993) is authorized an incentive. Exceptions outside of 09S, 09R, 09W, 09L which are already exempted, will be submitted to ARNG-HRM-I for approval.

16. CONTINUED RECEIPT OF INCENTIVES

a. **General:** Continued receipt of incentives is IAW ARNG SRIP FY18, DoDI 1304.31, DODI 1304.34, DODI 1205.21, AR 601-210 and NGR 600-7. Any immediate updates or continued receipt rules not previously stated are listed below or published by EIOMs. ARNG-HRM-I is the authority for any discrepancies or disputes.

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

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

(3) IAW NGR 600-7, para 1-21, a., (6). Soldiers electing to remain in the deployed (crossed-leveled) MOS has 24 months from REFRAD date plus future deployment periods to become DMOSQ.

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

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

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

17. SUSPENSION OF INCENTIVES

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

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

18. TERMINATION OF INCENTIVES

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

(1) Termination with Recoupment:

- (a) An Officer failing to serve in the contracted CS AOC for the entire length of the incentive agreement (except for normal career progression and for the convenience of the government). The effective date of termination is the date annotated on the Officer's branch transfer order.
- (b) A Soldier voluntarily changing his or her CS MOS during the contractual obligation, unless assigned as a 09R (SMP Cadet), 09S (OCS Candidate) or 09W (Warrant Officer Candidate). The effective date of termination is the date of transfer.
- (c) Coded with SIDPERS excess code "9993" Exceptions to this rule are addressed in Enclosure 7 & 8. The effective date of termination is the date the Soldier was coded/reassigned as excess. Note: Soldiers enlisting 09S are exempt while enrolled in OCS. Once commissioned, they may not be coded excess for the duration of the contractual period of the 09S contract.
- (d) Fails two consecutive record Army Physical Fitness Test (APFT) IAW AR 350-1, within the contractual term. The effective date of termination is the date of the second for-record APFT failure. This does not apply to the MGIB-SR Kicker.
- (e) Fails two consecutive record Height/Weight (HT/WT) IAW AR 600-9, within the contractual term. The effective date of termination is the date of the second for-record HT/WT failure. This does not apply to the MGIB-SR Kicker.
- (f) A Soldier separating from the ARNG for enlistment into any AC (Regular Army, Navy, Marines, Air Force, or Coast Guard) and receiving an enlistment incentive, or when the period of service is less than the Soldier's current ARNG remaining drilling obligation. The effective date of termination is the ARNG discharge date.
- (g) An Officer/Soldier affected by an involuntary move based upon unit relocation, transformation, reorganization, convenience of the government or mobilization will have 24 months plus periods of deployment from the date of transfer to become DAOCQ/DMOSQ in the new AOC/MOS and is eligible for future scheduled payments. An Officer/Soldier who fails to become DAOCQ/DMOSQ within 24 months plus periods of deployment will have the incentive terminated effective the date of transfer.
- (h) An Officer/Soldier voluntarily retiring from active drilling status prior to completion of the incentive contractual term. The effective date of termination is the date on the ARNG discharge date.
- (i) An Officer/Soldier leaving the AGR or MilTech program to return to a traditional status who subsequently contracts for an incentive while assigned in active drilling status will have that incentive terminated if he or she fails to serve at least 50 percent of the contractual obligation period (from contract start date) prior to reentering the AGR or MilTech program. The effective date of termination is the day before the AGR or MilTech start date as noted on the

AGR order, SF-50, SF-52, or HRO memorandum. The MGIB-SR Kicker will be suspended when the Officer/Soldier enters the AGR or MilTech program.

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

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

(l) If the OTOT exceeds 1095 days (cumulative) or the Soldier accepts an AGR position, the incentive will be terminated with recoupment effective the date stated on the Soldiers' orders.

(2) Termination without Recoupment:

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

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

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

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

(e) A Soldier who serves at least 1 day past the initial contract start date and receives an OAB CN. The effective date of termination is the day prior to being commissioned as an Officer/Warrant Officer. Note: An Officer cannot receive SLRP and OAB at the same time.

(f) An Officer/Soldier leaving the AGR or MilTech Program who subsequently contracts for an incentive while assigned in an active status and who served more than 50 percent of the incentive contractual agreement (from contract start date) before returning to the AGR or MilTech Program is eligible to retain all previous payments. The effective date of termination is the day before the AGR or MilTech start date as noted on the AGR order, SF-50, SF-52, or HRO memorandum. The MGIB-SR Kicker will be suspended when the Officer/Soldier enters the AGR or MilTech program.

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

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

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

19. CONTRACT TERMINATION AND SETTLEMENT PROCESS GUIDANCE

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

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

c. The settlement process uses four categories to organize reviewed contracts. 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 NGB Level Authority - Incentive issues that can be resolved by ETP requests will be submitted and tracked in GIMS. NGB ETP decisions may grant relief from termination 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 - Incentive issues relating to law, Department of Defense Instruction (DoDI), Department of Defense (DoD) regulations and policy, and DA policy. NGB has been delegated limited authority to waive the requirement to recoup funds already paid to the Soldier in some cases involving DA Policy. While an ETP cannot always be approved to waive the requirement to terminate, the denied ETP may provide guidance to the State IM to terminate without

recoupment. Only DA and/or OSD have authority to grant relief from termination for issues in this category.

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

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

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

f. Termination Defined

(1) Termination without Recoupment: Termination without recoupment means that the Soldier is entitled to all payments due to the Soldier prior to termination date. As of the termination date, there will be no additional payments made to the Soldier and there will be no recoupment of funds already paid to the Soldier IAW the contract.

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

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

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

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

(a) The IM will initiate termination of the bonus without recoupment in GIMS upon receipt of the discharge orders. The IM will enter comments indicating reason for termination,

select termination without recoupment with contract start date as effective date of termination and ensure all fields in the termination processing screen are correctly completed. The termination must be processed at State level through both the 1st and 2nd reviews and then immediately forwarded to the next level for Incentive Support Team (IST) review.

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

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

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

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

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

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

(a) The IM will notify the Soldier that the bonus will be terminated without recoupment using the Notification of Incentive Termination Memorandum (Enclosure 15). The notification must be sent by U.S. postal mail or via Enterprise email with delivery receipt requested. If the IM does not receive notification of email delivery within 10 days, the memorandum must be sent by via U.S. postal mail. The IM must annotate date email or letter sent in GIMS remarks.

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

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

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

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

(a) The IM will initiate termination of the bonus in GIMS entering detailed comments indicating reason for termination, with or without recoupment and ensuring all fields in the termination processing screen are correctly completed and the termination is at the 1st IM level.

(b) The IM will notify the Soldier and the Soldier's current unit of assignment of the issue requiring bonus termination and the ETP option using the template for a Notification of Incentive Discrepancy Memorandum (Enclosure 15,7.). The memorandum may be sent by certified mail or via Enterprise email with delivery receipt requested. If the IM does not receive notification of email delivery within 10 days, the memorandum must be sent by certified mail. In cases where the Soldier is no longer in the ARNG, the memorandum will be mailed to the Soldier's last known Home of Record (HOR) address in SIDPERS by certified mail. The IM will annotate the certified mail tracking number and mailing date of the letter in the Remarks Section of GIMS. The IM will also upload a copy of the memorandum sent to the Soldier and any documents received indicating the memorandum was undeliverable. The IM will adhere to the following guidelines based on the Soldier's response or failure to respond:

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

(ii) If the Soldier responds within 45 days of notification electing not to submit an ETP, the termination will be processed with or without recoupment IAW policy. The Soldier will be counseled, IAW State policy, that he/she was given the option and declined to submit an ETP. The IM must upload the counseling statement/sworn statement or other documentation received indicating the Soldier declines an ETP and is aware that the termination may result in a debt. The IM must enter detailed remarks in GIMS and process the termination through the 2nd review and forward to the next level for IST review.

(iii) If the Soldier responds within 45 days of notification electing to submit an ETP, the IM should enter remarks in GIMS indicating that the Soldier intends to file an ETP.

(5) Requesting an ETP:

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

(i) Soldier's bonus addendum.

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

(iii) State Military Personnel Officer (MILPO/G1/J1/DCSPER) memorandum requesting the ETP. This is the MILPO's official stance on the issue and their desired disposition of the Soldier's issue. Any memorandum not signed by the MILPO/G1/J1/DCSPER must have a delegation of signature authority order included with the memorandum and may not be delegated below Deputy MILPO/G1/J1/DCSPER level.

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

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

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

(d) The IM will submit the ETP request to ARNG-HRM-I through the GIMS ETP Center. All ETP requests will be submitted and tracked in the GIMS ETP center. Any ETP request submitted outside of GIMS will be returned without action. Each ETP will be considered on a case by case basis with an ETP decision memorandum to:

(i) Grant Relief from termination - Contract will be honored as noted in the approved ETP and the remaining payments will be made per payment schedule provided the Soldier is otherwise qualified.

(ii) Direct the IM to terminate the bonus without recoupment.

(iii) Direct the IM to terminate the bonus with recoupment.

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

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

h. Disposition of ETP.

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

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

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

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

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

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

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

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

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

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

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

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

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

(iii) Process the termination at State level through both the 1st and 2nd reviews and forward to the next level for IST review. The IM will enter detailed comments indicating reason

for termination, select termination with recoupment and ensure all fields in the termination processing screen are correctly completed.

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

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

(i) Upon notification from the IM or via CMS that a debt is being processed, the USPFO will monitor DJMS-RC (-135 report) to ensure the bonus recoupment amount transfers to an accounts receivable file in DJMS-RC. The USPFO will send a Notice of Indebtedness to the Soldier identifying the debt reason(s) and amount and the process for seeking relief.

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

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

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

20. DISPOSITION OF INCENTIVES FOR A DECEASED MEMBER

a. **General:** Upon the death of a Soldier, all bonus entitlements due to the Soldier's beneficiary are processed by DFAS in coordination with the Casualty Assistance Office (CAO) and/or United States Property and Fiscal Office (USPFO). The State SLRP Manager/IM is responsible for providing a copy of the incentive contract to the State CAO or the Military Pay section of the USPFO. The DFAS will determine the beneficiary's entitlement and will process all payments due.

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

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

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

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

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

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

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

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

21. DD FORM 368 – REQUEST FOR CONDITIONAL RELEASE

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

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

incentive if the Kicker was in an eligible status on the last day the service member was in the losing component.

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

22. ARNG MEDICAL MANAGEMENT ACTIVITY (MMA)

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

ENCLOSURE 5

CRITICAL MOS LIST

1. Authorized Enlisted Affiliation Critical MOS List

	MOS
1.	09L
2.	12G
3.	12H
4.	12K
5.	12P
6.	12T
7.	12W
8.	12X
9.	13B
10.	13D
11.	13F
12.	13P
13.	13R
14.	13T
15.	14E
16.	14G
17.	14T
18.	15J
19.	15Q
20.	15R
21.	15S
22.	15Y
23.	17C
24.	18E
25.	18F
26.	18Z
27.	25C
28.	25D
29.	25E
30.	25M
31.	25P
32.	25Q
33.	25R

	MOS
34.	25S
35.	25W
36.	25Z
37.	29E
38.	31E
39.	35G
40.	35L
41.	35N
42.	35P
43.	35Q
44.	35T
45.	35V
46.	35X
47.	35Z
48.	37F
49.	38B
50.	46Q
51.	46R
52.	46Z
53.	51C
54.	68H
55.	68R
56.	68S
57.	68Y
58.	79S
59.	88H
60.	88K
61.	88L
62.	88N
63.	89B
64.	89D
65.	91G
66.	92L

	MOS
67.	92M
68.	92R
69.	92S
70.	92W
71.	94A
72.	94D
73.	94E
74.	94H
75.	94P
76.	94S
77.	94T
78.	94W
79.	94X
80.	94Y

2. Authorized Warrant Officer Accession/Affiliation Critical MOS List

	MOS		MOS
1.	120A	34.	914A
2.	125D	35.	915A
3.	131A	36.	919A
4.	140A	37.	920A
5.	140E	38.	920B
6.	150A	39.	921A
7.	150U	40.	922A
8.	153L	41.	923A
9.	155A	42.	948B
10.	155G	43.	948D
11.	170A		
12.	180A		
13.	255A		
14.	255N		
15.	255S		
16.	255Z		
17.	270A		
18.	290A		
19.	311A		
20.	350F		
21.	350G		
22.	351L		
23.	351M		
24.	352N		
25.	353T		
26.	420A		
27.	670A		
28.	740A		
29.	880A		
30.	881A		
31.	882A		
32.	890A		
33.	913A		

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

	MOS
1.	17A
2.	170A

ENCLOSURE 6

ARNG FY18 SRIP MATRIX

Enclosure 6		ARNG FY18 SRIP Matrix																		
Incentive Type	NO REQ	ASVAB AFQT			Term of Service			Education	No	Vacancy Management Tier Level							Incentive Combinations			
		≥ 31	≥ 50	2-Yr	3-Yr	6-Yr	Level	RPM/MGT	T1	T2	T3	T4	T5	T6	T7	MGIB-SR	SLRP	CHLRP	OP	
NPSEB (Note 8.)		X				X	X	Top 10 MOS List	20K	NA	NA	NA	NA	NA	NA	Y	Y	N	N	
Off Peak (OP) (Note 8.)		X				X	X									Y	Y	N	N/A	
PSEB DMOSQ	X				X											N	N	N	N	
PSEB DMOSQ	X					X										N	N	N	N	
PSEB Non-DMOSQ	X					X										N	N	N	N	
REB DMOSQ	X			X												N	N	N	N	
REB DMOSQ	X					X										Y	N	N	N	
EAB DMOSQ	X				X			EAB CS List								Y	N	N	N	
EAB DMOSQ	X					X		EAB CS List								Y	Y	N	N	
EAB Non-DMOSQ	X					X		EAB CS List	X							N	N	N	N	
NPS MGIB-SR Kicker (Note 8)			X			X	X									N/A	Y	N	Y	
PS MGIB-SR Kicker			X			X		DMOSQ								N/A	Y	N	N	
RE MGIB-SR Kicker	X					X		DMOSQ								N	Y	N	N	
OC MGIB-SR Kicker	X					X		09R, 09S, 09W								N	Y	N	N	
MGIB-SR Kicker Supplemental	X					X		09R, 09S, 09W								Y	Y	N	N	
NPS SLRP (Note 8.)			X			X	X									Y	N/A	N	Y	
09S SLRP			X			X	X									N	N	N	N	
REB/PS SLRP DMOSQ	X					X										N	N/A	N	N	
OAB	X					X										N	N	N	N	
OAFB	X					X										N/A	N	N	N	
WOAB	X					X		WO List								N/A	N	N	N	
WOAFB	X					X		WO List								N/A	N	N	N	
MOSCB	X				X											4K ***See Special Notes	N/A	N	N	
Officer/WO Retention Bonus	X				X			OFF/WO List								SUSPENDED	N	N	N	
Chaplain Loan Repayment	x					X										Up to 20K	N	N	N/A	

KEY
X= applies
Y=Yes
N=NO
NA= Not Applicable

Special Notes:
1. All Officer Commissioning kickers must be issued prior to commissioning. Officers are not authorized to receive the Kicker after they are commissioned.
2. Soldiers serving in their initial six-year service obligation must complete at least three years of service in order to reenlist or extend for the Kicker. Soldiers serving in a second or subsequent enlistment may reenlist or extend for the Kicker at any time up to the grade of E-7.
3. ****MOS Conversion Bonus is only authorized to current Service Members who are in excess positions (9993).
4. Soldiers receiving or have ever received financial assistance through the loan repayment program, IAW Sections 16201,16301,or 16303 of Title 10 U.S.C are not eligible for a bonus until the military service obligation is completed.
5. Off Peak may only be offered to NPS in a Straight Through ticket training option with a RECSTA date 1 Nov 17 - 30 Apr 18. May be offered independantly or combined with a MGIB-SR Kicker or SLRP.
6. Off Peak may no longer be offered with the 20K NPSEB due to incentive max cap.
7. Off Peak, PSEB, MGIB-SR Kicker and SLRP are not restricted to the States TOP 10 MOS List
8. Non Prior Service applicants may qualify for a total of two incentives in any combination. Applicant must meet eligibility for each incentive type.(see Note 6)

TOP 10 MOS LIST

ARNG SRIP FY18 FY18 2nd Quarter										
TOP 10 STATE MOS LIST										
	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
AK	11B	68W	11C	31B	25U	92A	25Q	15G	15F	92G
AL	11B	25Q	88M	12N	91B	13B	92W	12W	68W	11C
AR	11B	13B	13J	12B	92F	11C	92G	25U	91B	68W
AZ	88M	92F	12B	92G	15Q	25Q	25S	25U	91B	31B
CA	88M	12C	35N	11B	35G	12N	31B	12W	91B	92G
CO	11B	12N	12W	13J	13M	88M	91B	91C	92G	94M
CT	11B	12C	12N	31E	88M	68W	25U	92F	68S	11C
DC	88M	31E	31B	42R	91C	91F	91B	91L	94E	91E
DE	25Q	88M	91B	42R	12W	25S	12K	25L	91H	25N
FL	11B	88M	25Q	12B	14G	13B	19D	14S	91B	35F
GA	11B	88M	13B	31B	12B	91B	13D	13F	11C	35M
GU	11B	12N	11C	42R	13F	25Q	92F	91B		
HI	13B	13F	19D	11B	68W	35F	12W	12K	15U	13J
IA	11B	92F	68W	92G	91B	12W	19D	88M	92A	91D
ID	13B	92F	12B	92A	92G	88M	91B	15T	91H	13J
IL	88M	12N	92S	13B	13D	35M	12W	12k	12B	25Q
IN	11B	13B	92F	88M	74D	13F	11C	92G	92W	25U
KS	88M	91B	31B	12B	13J	12N	92G	13B	92F	25U
KY	31B	88M	11B	12N	74D	92F	13J	94E	94F	25Q
LA	11B	12B	12N	13B	13F	19D	91B	68W	25U	88M
MA	88M	92G	12N	11B	92W	35M	25U	91B	92F	12V
MD	92F	31B	91B	11B	88M	12K	12B	42R	92S	92G
ME	12N	31B	88M	12B	92G	92F	91L	91B	42R	91C
MI	11B	88M	12N	25Q	91B	92S	12C	92F	13B	91L
MN	88M	11B	91B	92F	92A	12B	92G	94F	13B	91M
MO	88M	92F	92G	12N	31B	25U	92A	12C	74D	92S

ARNG SRIP FY18 FY18 2nd Quarter										
TOP 10 STATE MOS LIST										
	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
MS	14G	13B	94E	12K	14S	12N	35T	13R	12Y	91P
MT	11B	31B	12N	12W	74D	92F	92G	12R	92W	92S
NC	88M	12N	31B	12B	13B	13J	91B	91M	91C	12W
ND	31B	14G	91D	12C	92G	14S	25U	92F	91C	12N
NE	88M	92A	74D	92F	92G	19D	25U	31B	25B	25C
NH	88M	42R	13M	91B	94P	92Y	92G	25N	13J	92F
NJ	11B	13F	88M	68W	13B	91B	11C	31B	74D	92G
NM	11B	12N	42R	68W	13F	25U	88M	92A	11C	31B
NV	88M	19D	12N	91B	25Q	31B	19K	92G	12V	15U
NY	88M	25Q	11B	12N	92F	19D	13B	25U	13F	12B
OH	12N	88M	14S	13B	91B	14G	92G	31B	74D	92A
OK	11B	88M	13B	12K	92F	13M	13F	13J	19D	11C
OR	11B	19D	11C	13B	19K	12B	12N	13F	25U	12T
PA	11B	88M	92F	19D	11C	13F	13B	92G	19K	91S
PR	68W	12N	11B	94E	12B	12W	74D	12K	11C	91L
RI	11B	13B	31B	13D	91B	12N	42R	12W	92F	92G
SC	14G	12N	14S	25Q	12B	74D	12K	12C	13B	11B
SD	88M	12N	92F	31B	92G	92A	25U	91B	13M	42A
TN	88M	31B	91B	19D	12B	68W	11B	13B	19K	13M
TX	11B	12B	12N	19D	91B	92R	13F	92F	88M	92G
UT	35P	13J	35M	91B	92Y	92G	88M	25U	13B	15Y
VA	11B	88M	12B	13B	12N	74D	13F	11C	91B	12W
VI	12W	42R	12N	12R	31B	92W	15T	56M	91B	92F
VT	68W	92A	19D	92G	12B	11B	91B	92F	13B	74D
WA	11B	13F	13B	74D	19D	11C	88M	92F	92G	91B
WI	12B	92G	12N	35F	13M	13B	25Q	13F	91B	12G
WV	88M	12N	31B	19D	92F	91B	92G	12K	12R	12W
WY	91B	88M	13P	94P	92F	92A	11B	13M	12N	91D
National MOS 17C and 18 Series										

ENCLOSURE 7

INCENTIVE GUIDANCE FOR URGENT UNITS

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

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

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

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

c. A Soldier serving in an excess position within an Urgent Unit may qualify for an incentive up to the established authorized over-strength percentage outlined in the ARNG Over-strength Policy (PPOM 17-005). The State will process the Soldier IAW with guidance listed in 4.b. The State is responsible for the management of excess positions with Soldiers performing satisfactorily and maintaining medical and dental readiness to support the unit's mission. IAW DoDI incentives are to assist leaders in sustaining membership and maintaining readiness not improper management.

3. This memorandum provides an exception to the position vacancy requirements outlined in the references to only those units identified as Urgent Units by the ARNG Base Operations Plan. An excess position is any position that is not the primary vacancy and IAW ARNG Over-Strength policy (PPOM 17-005). Units not identified as "Urgent" will continue to follow the position vacancy requirements outlined in the ARNG Selected Reserve Incentive Policy (SRIP).

ENCLOSURE 8

INCENTIVE GUIDANCE FOR CYBER UNITS

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

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

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

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

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

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

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

b. An Officer who voluntarily transfers to a Cyber unit in the ARNG, remains AOCQ, and is otherwise eligible may qualify for an incentive. Officers are not authorized to reclassify in order to receive an incentive. The Officer's incentive will be processed IAW reference b. This is due to the Guard Incentive Management System's inability to process an incentive while a Soldier is in an excess position. The ARNG recommends that all contracts with incentive eligibility be validated through the State Incentive Manager (IM) or Education Service Officer (ESO). The State is responsible for the management of excess positions with Soldiers performing satisfactorily and maintaining medical and dental readiness to support the unit's mission.

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

4. Approved Cyber Units

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

ENCLOSURE 9

INCENTIVE MANUAL CONTROL NUMBER PROCESS

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

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

3. RMS Process:

a. Soldiers who meet all reenlistment/extension eligibility requirements IAW PPOM #09-26, 13 August 2009, subject: Interim Policy Governing Extension, Immediate Reenlistment, and Bar to Reenlistment/Immediate Reenlistment/Extension and PPOM #16-002, 11 February 2016, subject: Modification of the Army National Guard Extension/Reenlistment Policy will process through RMS as applicable.

b. If Soldiers are eligible for reenlistment/extension incentives based upon ARNG-HRZ memorandum, ARNG Selected Reserve Incentive Programs (SRIP) Policy for Fiscal Year (FY) 2016, Policy #16-01, Effective 9 November 2015 with support of ARNG –HRZ memorandum, The Army National Guard Incentive Programs (SRIP) Policy for Fiscal Year 2014, Effective 02 June 2014 (ARNG HRZ Policy #14-01), then incentives will be processed through RMS as well.

c. In cases where RMS will not allow the extension, states may be authorized to execute the DA Form 4836 manually IAW PPOM #09-26, 13 August 2009, subject: Interim Policy Governing Extension, Immediate Reenlistment, and Bar to Reenlistment/Immediate Reenlistment/Extension and PPOM #16-002, 11 February 2016, subject: Modification of the Army National Guard Extension/Reenlistment Policy.

4. GIMS Interim Incentive Manual Control Number Process:

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

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

c. NGB recommends that all reenlistment/extension contracts with incentive eligibility be validated through the State Incentive Manager (IM) or Education Service Officer (ESO) no later

than three business days prior to executing any contractual agreement in order for the State office to coordinate with ARNG-HRM-I in a timely fashion.

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

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

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

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

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

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

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

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

(1) Log in receipt

(2) Issue manual control number

(3) Generate the applicable incentive addendum

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

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

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

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

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

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

(4) Submit documents to Soldier's iPERMS

ENCLOSURE 10

GUIDANCE FOR MANUAL BONUS PAYMENTS

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

ENCLOSURE 11

GUIDANCE FOR MANUAL SLRP PAYMENTS

1. **PURPOSE:** To provide interim payment processing guidance in the event that transmission issues from the outside systems to the Guard Incentive Management System (GIMS) develops. ARNG-HRM-I will publish additional guidance when appropriate to use this method.

2. **APPLICABILITY:** Current ARNG Soldiers with established timeline from ARNG-HRM-I.

3. **PAYMENT PROCESS:**

a. Review Soldiers who are within 15 day of date of enlistment for a SLRP payment in accordance with the SLRP Eligibility Checklist (enclosure 15) and applicable references listed above.

b. The State IM or ESO will complete the SLRP Eligibility Checklist, sign and upload within GIMS in panel 4 and label "SLRP Checklist".

c. Additionally, the State IM or ESO is responsible for validating all eligibility and providing additional supporting documentation regarding any SIDPERS information not reflected properly in GIMS. Upload supporting documents within GIMS in panel 4 and label "State Verified Eligibility".

d. The Incentives Oversight Branch will process SLRP payments to DFAS on Tuesdays and Thursdays, effective 2 May 2016.

e. Intent is to prevent any erroneous SLRP payments during the absence of transmission feeds from SIDPERS.

ENCLOSURE 12

GUIDANCE FOR CLOSED YEAR SLRP

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

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

FIGURE 1

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

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

ENCLOSURE 13

GUIDANCE FOR SLRP CONTRACTS FOR OOS SOLDIERS

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

ENCLOSURE 14

GUIDANCE ON VOUCHER PROCESS

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

ENCLOSURE 15

CHECKLIST, FORMS AND SAMPLE MEMOS

1. Bonus Eligibility Checklist

BONUS Eligibility Checklist

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

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

|

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

X

Signature

***Digital Signature only:**

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

2. SLRP Eligibility Checklist

SLRP Eligibility Checklist

Soldier Last name first name last 4:

- TPU Status (not AGR/MILTECH)
- SLRP AOC/MOS = Primary/Duty MOS (SIDPERS)
- SLRP UIC = assigned UIC (contracts after 20120605/exception-09S/Officers) (SIDPERS)
- AQFT Score (NPS-50, PS-31, 09S-50) (DD 1966)
- Current position code-not EXCESS (SIDPERS)
- APFT-cannot have 2 consecutive failures (SIDPERS/RCAS screen shot or G1 memo as applicable per previous guidance)
- ETP-unable to process payment while waiting for ETP determination
- SFPA-no flags (exception J or K)
- Unsat-no more than 9 unsats in 12 months (Commanders memo or system screenshot verification for states that have capable databases)
- Term of Service meets incentive requirements per policy
- DD4 dated same day as addendum, document in iPERMS
- DD1966 dated same day as addendum, document in iPERMS
- DA 4836-obligation must meet incentive requirements, must have Table 1 Rule B, dated same day as addendum document in iPERMS *Passing APFT IAW AR 09-026
- SLRP Addendum must match contract signature date, document in iPERMS
- DA 2475-signed and dated within 90 days of DOE
- NSLDS-dated within 30 days of DOE
- I certify this Soldier meets all eligibility requirements for payment on this incentive. Certifying Signature must be an Education Service Officer or State Incentives Manager.

***Digital Signature only:**
Right Click on signature box. → Click "Sign..." → Enter your name and position (ig. John Doe / Retention NCO). → Click "Sign" button on bottom.

X

Signature

3. MOS Conversion Bonus Eligibility Checklist

MOS CONVERSION BONUS Eligibility Checklist

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

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

X

Signature

***Digital Signature only:**

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

4. Closed Year Checklist- Bonus or SLRP

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


Closed Year Checklist

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

5. Voucher Process Checklist

<p style="text-align: center;"><u>Voucher Process Checklist</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Copy of each Transmittal Letter (TL) for every payment included in the overpayment. Number of TLs included: _____<input type="checkbox"/> Electronic Document Access (EDA) printouts for every payment included in the overpayment (<i>*if a TL cannot be located*</i>). Included: Y / N Number of EDA printouts included: _____<input type="checkbox"/> Complete lender pay history corroborating the lending institution received the payment.<input type="checkbox"/> Student Loan Repayment Program (SLRP) addendum<input type="checkbox"/> National Student Loan Data System (NSLDS) Aid Summary sheet and Detail Loan Information sheets for all loans. These do not have to be current, but must include all current loans regardless of balance or the loan being consolidated. Number of current loans: _____<input type="checkbox"/> Voucher Process Spreadsheet<input type="checkbox"/> OPTIONAL: Department of Defense (DD) Form 2475 or NSLDS document dated within the Fiscal Year (FY) in which payment is being vouchered from/to in order to calculate interest. A document is needed for every loan, unless the Aid Summary sheet includes the interest for all eligible loans.
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6. EAB Manual Incentive Request Form

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

7. Sample Memo – Notification of Incentive Termination

STATE LETTERHEAD	
OFFICE SYMBOL	DATE
MEMORANDUM FOR LAST, FIRST (GRADE), XXX-XX-1234	
SUBJECT: Notification of Incentive Termination	
1. A discrepancy has been discovered with your bonus contract that requires termination of your incentive. The incentive will be terminated without recoupment.	
2. Your information regarding this discrepancy is as follows:	
a. Incentive Type(s): INCENTIVE TYPE,	
b. Contract Amount: \$XXX,XXX	
c. Reason for the Discrepancy: Commissioned as Officer, etc.	
3. The point of contact for this notification is the Incentive Manager in STATE at MAILING ADDRESS, or via email at EMAIL ADDRESS, or via telephone at PHONE NUMBER.	
NAME RANK State Incentive Manager	

8. Sample Memo – Notification of ETP Results

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


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

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

10. Sample Memo – SLRP payments for OSS

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

11. REB Manual Incentive Request Form

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

GLOSSARY

ACRONYMS AND ABBREVIATIONS

AA

Active Army

ABCMR

Army Board for Correction of Military Records

ACR

Administrative Correction Request

ADT

Active Duty for Training

ADOS

Active Duty Operational Support

AFQT

Armed Forces Qualification Test

AGR

Active Guard Reserve

AIT

Advanced Individual Training

AMHRR

Army Military Human Resource Record

AMSCO

Army Management Structure Code

AOC

Area of Concentration

AR

Army Regulation

ARNG

Army National Guard

ARNG-CSG

Office of the Chief Surgeon

ARNG-HRH

G1 - Personnel Policy Division

ARNG-HRP

G1 - Personnel Division

ATRRS

Army Training Resources and Requirement System

AUS

Army of the United States

AUVS

Automated Unit Vacancy System

BCC

Battalion Career Counselor

BCN

Bonus Control Number

BCT

Basic Combat Training

CASP

Civilian Acquired Skills

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