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

ARNG-HRZ

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

SUBJECT: The Army National Guard Selected Reserve Incentive Program (SRIP) Policy (ARNG-HRZ Policy #27-01).

1. REFERENCES. See Enclosure 1.

2. PURPOSE. The Army National Guard (ARNG) Selected Reserve Incentive Program (SRIP) Policy 27-01, effective 1 October 2026. This policy will expire when rescinded or superseded. The yearly SRIP policy assists leadership in achieving end strength objectives. It provides recruiting and retention incentives to assist in filling critical shortages in situations where other less costly methods have proven inadequate in supporting unit and skill staffing requirements.

3. POLICY. This policy prescribes standards for administering the ARNG SRIP for fiscal year (FY) 27 and forward and will remain in effect until rescinded or replaced by subsequent directive. This policy supersedes all previous SRIP policies, guidance, instruction, and incentive operational memorandums (IOMs), unless otherwise stated. ARNG HRM Education and Incentive Operational Message (EIOM) 25-11, Temporary Guidance for the Contract Termination and Settlement Process and IOM 26-03, Director of the Army National Guard's (DARNG's) Priority Unit Bonus (PUB) will remain in effect until rescinded. Furthermore, as the Department of Defense (DOD) transitions to the Department of War (DOW), some regulations, manuals, and instructions may still reference the DOD. In this context, please disregard any minor discrepancies related to this change. Additionally, for clarity, the terms "contract," "agreement," and "addendum" will be used interchangeably, as will the terms "bonus" and "incentive," and "Army Physical Fitness Test (APFT)," "Army Combat Fitness Test (ACFT)," and "Army Fitness Test (AFT)". Finally, all instances of the terms "military technician" or "MILTECH" refer exclusively to Title 32 dual status military technicians (DSMTs). For eligibility requirements and policies on ARNG education benefits, including the Montgomery GI Bill – Selected Reserve Kicker, refer to the ARNG Voluntary Education Policy.

4. RESPONSIBILITY. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. Unlimited. This policy is approved for public release and is available in the GKN Portal here: ARNG G1 Operations Division - Documents - All Documents (sharepoint-mil.us).

PEREZ.CARRIE.LYNN.1232299190

Digitally signed by PEREZ.CARRIE.LYNN.1232299190
Date: 2026.09.22 17:36:13 -04'00'

CARRIE L. PEREZ
Brigadier General, USA
National Guard Assistant
for Army National Guard Personnel
and Talent Management

SUMMARY of CHANGE

ARNG-HRZ Policy 27-01
Army National Guard Selected Reserve Incentive Program

This major revision, dated 1 October 2026

- Updates ARNG-HRZ Policy #27-01 memorandum
- Removes wording in para 2. Purpose, and move it to para 3. Policy
- Adds clarifying guidance for IOM 26-02: Update Field/Local/Out-of-Military Entrance Processing State (MEPS) Enlistments issued an incentive with an Unauthorized Type of Signature (Enclosure 3, para 4a-f)
- Adds guidance for IOM 26-03: Director of the Army National Guard's (DARNG's) Priority Unit Bonus (PUB)
- Adds guidance from IOM 26-05: Update, Incentive Processing for Out-Of-Services (OOS) Personnel Enclosure 9, para 1b-d
- Updates authorized signature types for bonus addendums/incentives annexes (Enclosure 3, para 1e)

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ENCLOSURE 1: REFERENCES

1. National Defense Authorization Act (NDAA) for Fiscal Year 2026, Title VI, Subtitle B (Bonuses and Incentive Pays)

2. Title 10, U.S. Code, Section 16301, Subtitle E, Part IV, Chapter 1609 (Education Loan Repayment Program)

3. Title 32, U.S. Code, Chapter 3 (Personnel)

4. Title 37, U.S. Code, Chapter 5, Subchapter I (Existing Special Pay, Incentive Pay, and Bonus Authorities)

5. Title 37, U.S. Code, Chapter 5, Subchapter II (Consolidation of Special Pay, Incentive Pay, and Bonus Authorities)

6. Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Volume 7A (Military Pay Policy-Active Duty and Reserve Pay)

7. DoDFMR 7000.14-R, Volume 7A, Chapter 2 (Repayment of Unearned Portion of Bonuses and Other Benefits)

8. Department of Defense Instruction (DoDI) 1215.07 (Service Credit for Non-Regular Retirement), 30 July 2019

9. DoD Instruction 1304.31 (Enlisted Bonus Program)

10. DoD Instruction 1304.34 (General Bonus Authority for Officers)

11. DoD Instruction 1304.36 (Education Loan Repayment Program)

12. Army Regulation (AR) 15-185 (Army Board for Corrections of Military Records)

13. Army Regulation, (AR) 135-91, (Service Obligations Methods of Fulfillment, Participation, Requirements and Enforcement Provisions)

14. AR 135-200 (Active Duty for Missions, Projects, and Training for Reserve Component Soldiers)

15. AR 600-8-2 (Suspension of Favorable Personnel Actions [Flags])

16. AR 600-8-104 (Army Military Human Resource Records Management)

17. AR 600-9 (The Army Body Composition Program)

18. AR 601-210 (Regular Army and Reserve Components Enlistment Program)

19. AR 621-202 (Army Educational Incentives and Entitlements)

20. AR 11-2 (Risk Management and Internal Control Program)

21. Army Directive 2025-04 (Initial Entry Training for Reserve Component Soldiers)

22. Department of the Army Pamphlet (DA PAM) 600-3 (Officer Talent Management)

23. National Guard Regulation (NGR) 600-200 (Enlisted Personnel Management)

24. NGR 601-1 (Army National Guard Strength Maintenance Program)

25. NGR 614-1, Inactive Army National Guard

26. National Guard Bureau, ARNG-HRH memorandum (PPOM 22-023, Execution of Personnel Actions for the Army Combat Finess Test [ACFT]), 15 June 2022

27. National Guard Bureau, ARNG-HRH Policy Memorandum (PPOM 24-017, Announcement of Army National Guard Accessions Option Criteria), 16 July 2024

28. National Guard Bureau, ARNG-HRZ Policy Memorandum (PPOM 25-043), FY25 Army National Guard (ARNG) Voluntary Education [VolED]), 3 September 2024

29. National Guard Bureau, ARNG-HRM, Policy Memorandum Army National Guard (ARNG) Use of Social Security Numbers (SSNs), 2 April 2025

30. National Guard Bureau, ARNG-HRM, Temporary Guidance for the Contract Termination and Settlement Process in the Army National Guard (ARNG) Selected Reserve Incentive Program (SRIP) Policy (ARNG-HRZ Policy #25-01) (EIOM 25-11), 2 May 2025

31. National Guard Bureau, ARNG-HRH memorandum (PPOM 25-015, Army National Guard Implementation Guidance for “Prioritizing military Excellence and Readiness”), 22 May 2025

32. National Guard Bureau, ARNG-HRH memorandum (PPOM 25-015, Army National Guard Implementation Guidance for “Prioritizing military Excellence and Readiness”), 12 June 2025

33. National Guard Bureau, ARNG-HRH memorandum (PPOM 25-015, Army National Guard Implementation Guidance for “Prioritizing military Excellence and Readiness”), 1 July 2025

34. National Guard Bureau, ARNG-HRH memorandum (PPOM 25-015, Army National Guard Implementation Guidance for “Prioritizing military Excellence and Readiness”), 24 July 2025

35. National Guard Bureau, ARNG-HRH memorandum (PPOM 25-015, Army National Guard Implementation Guidance for “Prioritizing military Excellence and Readiness”), 12 August 2025

36. Under Secretary of Defense, memorandum (Additional Guidance on Prioritizing Military Excellence and Readiness), 26 February 2025

37. Under Secretary of Defense, memorandum (Clarifying Guidance on Prioritizing Military Excellence and Readiness), 28 February 2025

ENCLOSURE 2: RESPONSIBILITY and MANAGEMENT CONTROLS

1. Roles and Responsibilities.

a. The Army National Guard (ARNG) G-1.

(1) Develop detailed budget submissions.

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

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

(4) Develop and publish incentive eligibility annually.

(5) Conduct analysis of personnel data, as required.

(6) Prepare reports, as required.

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

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

(9) Monitor and evaluate the effectiveness of the incentive program in achieving overall objectives.

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

(11) Participate in regular and recurring reviews of State incentive programs.

b. The ARNG Human Resource Management- Incentive Oversight (HRM-I).

(1) Provide customer service to the 54 States, Territories and District of Columbia (S/T/DC) regarding the regulatory and procedural guidance defined by the ARNG.

(2) Review all initial requests for MOS Conversion Bonus (MOSCB) incentive contracts and serve as the approval authority for issuance within the Guard Incentive

Management System (GIMS). HRM-I will provide timely approval or disapproval of these requests prior to the Soldier signing the contract.

(3) Develop and track Incentive Manager (IM) training requirements and conduct initial IM training and refresher training as needed.

(4) Review, then approve/deny/return without action all Administrative Correction Requests (ACRs) and Manual Contral Number (MCN) requests.

(5) Review all incentive exception to policy (ETP) requests.

(6) Review and submit all 79T AGR Reenlistment/extension Bonus (REB) payments in the 'SRIP Payments' bin and Loan Repayment Program (LRP) payments in the 'LRP Payments' bin within GIMS to DFAS.

(7) Conduct Staff Assistance Visits (SAVs) and processes bonus and loan repayment incentive exception to policy requests.

(8) Assist with Congressional and Inspector General requests regarding incentives.

(9) Assist in the Guard Incentive Management System (GIMS 2.0) compliance testing requirements and reviews for incentives to be in accordance with (IAW) law, DoD Instruction (DoDI), official regulations, and published polices and guidance.

(10) Provide quality control by conducting sample reviews of incentive payments and termination submitted by the 54 States, Territories, and the District of Columbia.

(11) If a trend is identified that is found to be in violation of law, DoDI official regulations, and published policies and guidance, HRM-I will take the following tiered approach in its response:

(a) 1st Offense – direct email to the IM who submitted the action in GIMS.

(b) 2nd Offense – direct email to the IM who submitted the action in GIMS with the immediate supervisor in the CC line.

(c) 3rd Offense – direct email to the IM who submitted the action and their immediate supervisor advising that a Memorandum for Record will be sent to their State G1 for possible GIMS access suspension until retraining can occur.

c. The State Military Personnel Officer (MILPO)

(1) Develop and implement an incentive program to manage and sustain their State objectives and provisions outlined in this policy.

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

(3) Coordinate with National Guard Bureau (NGB), Soldiers, units, Recruiting and Retention personnel, the United States Property and Fiscal Office (USPFO), DFAS, Human Resources Offices (HROs), and any other agency that may be involved with incentive programs.

(4) Review all incentive-related State report(s) for verification of payment, suspension, or termination.

(5) Establish State internal roles and responsibilities to manage incentives IAW State-specific structure and resources.

(6) Ensure standard operating procedures (SOPs) are written IAW all applicable policies, regulations, DoDIs, and laws.

(7) Conduct monthly review of payments and terminations on an as-needed basis to ensure management controls are in place and followed.

(8) Responsible for establishing and maintaining internal controls for identifying and addressing major performance challenges and areas at greatest risk for fraud, waste, abuse, and mismanagement IAW AR 11-2. Recommend DA Form 11-2, Internal Control Evaluation Certification be maintained annually.

d. State USPFO.

(1) Establish and certify incentive payments and terminations IAW incentive policy, regulation, and fiscal law.

(2) Assist the State Incentive Office with incentive pay inquiries and Case Management System (CMS) requests.

(3) Review bonus reject reports within Web Defense MilPay Office (WebDMO) and coordinate with appropriate office for rectification.

e. State Incentive Manager(s):

(1) Bonuses:

(a) Monitors contracts within the ARNG Incentive Management System (GIMS) for compliance with provisions and changes.

(b) Advises senior leaders of Incentive programs and responsibilities to include actionable items.

(c) Review regular and special reports from the Incentive Management System and Unit Assessment Visits (UAV) throughout the year to ensure compliance with policies and analyze trends.

(d) Regularly conduct analysis of programs with the utilization of reports to identify trends, shortcomings, and develop training and Standard Operating Procedure (SOP) needs for Incentive stakeholders at the lower levels.

(e) Provides State-level training on policies and processes to Incentive stakeholders at the lower levels (Brigade, Battalion, etc.) to ensure timely processing of all necessary actions regarding incentive contracts and programs.

(f) Reviews and enforces the ARNG policies pertaining to incentive contracts and programs.

(g) Responds to official inquiries as necessary (i.e., Inspector General, congressional inquiries, etc.).

(h) Submits exception to policy (ETP) packets as required by policy to NGB and completing any additional actions as necessary upon determination.

(i) Functions as the subject matter expert and provides customer service through all forms of communication and routinely route to proper office as necessary.

(j) Responsible for 100% review and approval/disapproval of all bonus and continuation pay, override requests, verification failures, and monitor rule failures.

(k) Responsible for 100% review of payments, suspensions, and terminations.

(l) Submits all Administrative Correction Request (ACR) to HRM-I. ACRs must have all supporting documents uploaded for the changes within the ACR request.

(2) Loan Repayment Program (LRP):

(a) All responsibilities in paragraph 1f(1)(a) through (l).

(b) Responsible for approval/denial of all loan pre-approval requests within GIMS prior to Loan Repayment Program (LRP) Issuance.

(c) Responsible for the management of the loan repayment program (including Student Loan Repayment (SLRP) and Chaplain Loan Repayment Programs (CLRP)).

(d) Responsible for 100% review of required loan documents and updating all loan information within the GIMS prior to processing payment.

f. Unit Commander

(1) Commanders are encouraged to coordinate with their respective unit level representatives to monitor the issuance of incentives, ensuring that Soldiers are promptly paid.

(2) Responsible for ensuring Soldiers receiving Student Loan Repayment Program (SLRP) incentive have submitted required documentation within and no later than 365 days of their date of entitlement IAW Enclosure 3, para 5a(4).

g. Recruit Sustainment Program (RSP)/Unit Level Representative

(1) Verify that all incentive and SLRP documents are uploaded into the Soldier's interactive Personnel Electronic Records Management System (iPERMS). The following is a list of documents routinely processed:

(a) Enlistment documents—DD Form 4, Enlistment/Reenlistment Document (incl. applicable annexes/bonus addendums); DD Form 1966, Record of Military Training, and education documents (e.g., civilian education diplomas/degrees/certificates, etc.).

(b) Training completion documents (as applicable)—DD Form 214, Certificate of Release or Discharge from Active Duty; DD Form 215, Certificate of Release or Discharge from Active Duty (Correction); certificates; qualification orders.

(c) Transfer orders.

(d) Drill attendance tracking.

(2) Verify accurate and updated information for the Army Fitness Test (AFT) and Height/Weight (HT/WT) data in the Army Training Information System (ATIS).

(3) Verify and upload DD 214 and completing the MOS personnel action request (PAR) within the Integrated Personnel and Pays System-Army (IPPS-A).

(4) Ensure all suspensions of favorable personnel actions (SFPAs) are properly recorded and lifted with the appropriate disposition.

(5) Enter all loans in GIMS for LRP and submit the HPLRP pre-approval memorandum within GIMS to the State IM. Any loans not included will not be eligible for repayment.

h. Recruiter

(1) Verifies enlistment eligibility requirements.

(2) Provides counseling on applicable incentive programs.

(3) Completes accession documents and projects the applicant to the respective Military Entrance Processing Station (MEPS).

(4) Enter all loans in GIMS for LRP and submit the HPLRP pre-approval memorandum within GIMS to the State IM. Any loans not included will not be eligible for repayment. This pre-approval memo must be provided to the MEPS Guidance Counselor (GC) prior to LRP issuance.

(5) Provide all bonus and incentive types previously offered to prior service applicants accessing into the ARNG, (i.e., through Defense Joint Military Pay system [DJMS], previous contracted document, and GIMS when former ARNG service members).

i. MEPS Guidance Counselor (GC)

(1) Functions as the resident expert on regulatory and published guidance as it relates to accessions and incentives for the ARNG.

(2) Validates eligibility during the enlistment or accession process to prevent erroneous contractual agreements.

(3) Validates LRP recipient has an approval pre-approval memo generated from GIMS for LRP issuance.

(4) Issues ARNG incentives.

(5) Provides counseling on incentive programs, ensuring each incentive agreement is valid and authorized before contractually obligating the ARNG.

(6) Verifies all bonus and incentive types previously offered to prior service applicants accessing into the ARNG, (i.e., through DJMS, previous contracted document, and GIMS when former ARNG service members) prior to issuance of incentives.

j. Retention Non-Commissioned Officer (NCO)/Career Counselor/Readiness NCO

(1) Provides career counseling on incentive programs.

(2) Verifies retention or extension eligibility and issues incentive addendums through Retention Management Software (RMS). During verified RMS outages, GIMS may be used when authorized by ARNG-HRM-I.

(3) Enter all loans in GIMS for LRP and submit the HPLRP pre-approval memorandum within GIMS to the State IM. Any loans not included will not be eligible for repayment.

(4) Complete all required documents:

(a) DA Form 4836, Oath of Extension of Enlistment or Reenlistment.

(b) Appropriate incentive addendum.

(5) Ensures each incentive agreement is valid and authorized before contractually obligating the ARNG and uploading documents into Soldier's iPERMS and completing all required IPPS-A transactions.

k. Reserve Component Career Counselor (RCCC)

(1) Provides transitional counseling guidance to Soldiers serving in a Regular Army (RA) status and who may elect to affiliate into the USAR or ARNG.

(2) Enter all loans in GIMs for LRP and submit the LRP pre-approval memorandum withing GIMS to the State IM. Any loans not included will not be eligible for repayment.

(3) Responsible for issuing incentive addendums through GIMS, providing counseling on incentive programs, ensuring each incentive agreement is valid and authorized before contractually obligating the ARNG.

(4) Required to send all enlistment documents and the signed bonus addendum to the Soldier's gaining unit/state NLT 60 days following the Soldier's Active-Duty discharge date.

l. Officer Strength Manager (OSM)

(1) Functions as resident expert on regulatory and published guidance as it relates to ARNG officer programs.

(2) Responsible for tracking and counseling Soldiers in officer/warrant officer producing programs regarding incentive opportunities prior to commissioning or appointment.

(3) Verifies transitioning and affiliating officers/warrant officers with incentives are in-processed correctly.

(4) Responsible for issuing ARNG incentives, ensuring each incentive agreement is valid and authorized before contractually obligating the ARNG, and uploading DA Form 597 (Army Senior Reserve Officers' Training Corps [ROTC] Non-scholarship Cadet Contract), DA Form 597-3 (Guaranteed Reserve Forces Designations [GRFD]) and/or NGB Form 594-1 (Annex to DD Form 4 ARNG Simultaneous Membership Agreement) into the Soldiers iPERMS.

(5) Recommended to provide a report to the State Incentive 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.

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

3. Retroactive Provision. This policy updates specific provisions in effect from earlier FY incentive programs. Soldiers who entered into agreements in an earlier incentive program will continue participating according to their contractual agreement and this policy when applicable. This policy does not change the entitlement conditions, eligibility criteria, or benefits of earlier incentive programs. Total incentive amounts and anniversary payment schedules specified in the original incentive agreement executed at the time of enlistment, accession, reenlistment, extension, affiliation, commission, or appointment will remain unchanged. An incentive agreement cannot exceed the limits set by the law or authorized limits of the Secretary of the Army (SA). Retroactive entitlement or reinstatement based on the revised or amended policy is not authorized, unless specifically directed by ARNG G1 HRM.

ENCLOSURE 3: PROCEDURES

1. GENERAL

a. Incentives are a tool where other less costly methods have proven inadequate in supporting unit and skill staffing requirements. This policy, in conjunction with Army Regulation (AR) 601-210 and AR 621-202, prescribes eligibility criteria, procedures, and standards for administering ARNG incentives. This policy supersedes all previous SRIP polices, guidance, instructions, Education and Incentive Operational Memorandums (EIOMs) and Incentive Operational Memorandums (IOM), unless otherwise stated.

b. Reenlistments and extensions will be performed in accordance with (IAW) NGR 600-200, Chapter 8, Extension, Immediate Reenlistment, and Bar to Continued Service, unless specified within the eligibility criteria of each Reenlistment/Extension Bonus (REB) incentive type. Incentives may be suspended at any time, and HRM-I will communicate any updates, modifications, or suspensions to this policy through official correspondence. These communication methods include, but are not limited to, Incentive Operational Messages (IOMs), responses to Requests for Information (RFIs), Frequently Asked Questions (FAQs), Incentive Manager (IM) All Calls, IM Incentive Updates, Region State Channels on Microsoft Teams, email responses, White Papers, Letters of Instruction (LOIs), and Memorandums. If an IOM requires additional time to staff and publish, HRM-I will disseminate interim guidance using any of the official correspondence previously methods mentioned.

c. Although the ARNG attempts to list all eligibility requirements within the SRIP policy, additional requirements are detailed in AR 601-210 and AR 621-202. Direct any discrepancies to the ARNG Incentives Oversight Branch (HRM-I) for disposition or additional instructions.

d. Units, Retention Non-Commissioned Officers (NCOs), Military Entrance Processing Station (MEPS) Guidance Counselors, and Reserve Component Career Counselors (RCCCs) are responsible for ensuring potential recipients meet all enlistment, reenlistment, and extension eligibility criteria in addition to incentive eligibility criteria prior to offering any incentive which would create a fiscal obligation to the ARNG.

e. The only authorized forms of signature on Enlistment/Reenlistment documents and bonus addendums are the digital signature (i.e., common access card [CAC] signature with the date and time populated in the CAC field or electronic signature pad, (i.e., touchscreen, mouse, or trackpad input) unless given authorization by HRM-I prior to the incentive contract being signed. Enlisted Affiliation Bonus (EAB) Addendums issued from RCCC are authorized CAC or wet signature. Any other forms of signature are not authorized without prior authorization from HRM-I or an Exception to Policy (ETP).

f. Soldiers processed as a field/local/out-of-MEPS enlistment and issued an incentive IAW the ARNG FY25 SRIP will:

(1) Have prior authorization from HRM-I. If this authorization is not obtained, the incentive will be deemed invalid if the incentive agreement does not include electronic signatures from both the Soldier and the Witnessing Official.

(a) Requests for authorization can be sent via email to HRM-I at ng.ncr.ngb-arng.mbx.client-incentives-branch@army.mil. The request email must include the following at a minimum: State, Applicant Full Name, Incentive Type, Military Occupational Specialty (MOS), and Enlistment Date.

(b) HRM-I will review the request and update the following tracker https://armyeitaas.sharepoint-mil.us/sites/ARNG-G1-HRM/Lists/HRMI%20ETP%20TRACKER/AllItems.aspx with a determination within three business days. Incentives are not authorized unless prior authorization is approved as annotated on the tracker.

(2) Have the incentive invalidated when the date of the incentive agreement does not match the date of enlistment.

(3) Soldiers issued an incentive with unauthorized signatures without prior approval from HRM-I require an exception to policy (ETP). The ETP is required to include:

(a) Memorandum signed by the Recruiting and Retention Battalion (RRB) Commander explaining the reason for the discrepancy, the recommended outcome, the reason for conducting the out-of-MEPS processing, and the internal management controls put in place to prevent further violations.

(b) Recruit Quota System (REQUEST) reservation letter identifying the incentive(s).

(c) All other required documents IAW the ETP Summary Sheet.

(4) Soldiers with a contract signature date of 1 October 2023 through 8 April 2025 who received an incentive with an unauthorized signature (i.e., wet signature) are subject to the following guidance:

(a) Soldiers who have not yet submitted an ETP request for the unauthorized wet signature may do so by submitting an ETP request packet to HRM-I to the ARNG Incentives Oversight Branch (HRM-I) ETP inbox at ng.ncr.ngb-arng.mbx.army-eps@army.mil, IAW ARNG SRIP Policy.

(b) Soldiers who have submitted an ETP request for the unauthorized wet signatures but have not yet received a determination will continue to have the ETP processed without further action required.

(c) Soldiers who previously received an ETP disapproval for the unauthorized wet signatures subject to the following corrective actions:

1. IAW the ETP Disapproval Revocation List, the State IM will remove the ETP disapproval memorandum from the Soldier's iPERMS record and annotate the action in GIMS Panel 4. The State IM will confirm and notify the HRM-I (ng.ncr.ngb-arng.mbx.arng-etps@army.mil) of any Soldier not identified on the Revocation List prior to taking action.

2. HRM-I will update the ETP Tracker accordingly. (https://armyeitaas.sharepoint-mil.us/sites/ARNG-G1-HRM/Lists/HRMI%20ETP%20TRACKER/AllItems.aspx)

3. If the contract has been terminated in DJMS, the State IM will submit a CMS Case IAW ARNG SRIP policy to remove the termination code and waive any debt incurred due to the wet signature violation and will submit an ACR with GIMS to return the contract to an active status. The signed DD Form 139 must accompany the ACR.

4. If the contract has not been terminated in DJMS but has been invalidated, completed, or closed within GIMS in any capacity, the State IM will submit an ACR to return the contract to active status, referencing IOM 26-02 in the ACR comments.

(d) Reversal of prior ETP disapproval for an unauthorized wet signature does not guarantee full payment. The State IM must verify the Soldier's current eligibility before processing any payments.

(e) Authorized payments will be processed regardless of any additional violations occurring after the contract signature date; such violations must be addressed in IAW SRIP Policy.

(f) Soldiers who do not meet the criteria in paragraph 1f(4), due to contract signature date falling outside of 1 October 2023 to 8 April 2025 are not authorized to submit an ETP for field/local/out-of- MEPS enlistments issued with an unauthorized signature. Such Soldiers may file a claim with the Army Board for Correction of Military Records (ABCMR) if they believe an error or injustice exists.

g. Any violations to this policy will be addressed IAW Enclosure 2, paragraph 1b(2) of the ARNG FY25 SRIP. This policy, all active EIOMs, and previous policies are posted in the GKN Portal here: ARNG G1 Operations Division - Documents -

https://armyeitaas.sharepoint-mil.us/sites/ARNG-G1-HRM/Shared%20Documents/Forms/AllItems.aspx?viewid=2f677d57%2Dabf0%2D4f97%2Db300%2D0a91cbfe1635

2. APPLICABILITY

a. The policy applies to individuals entering or currently serving in an active status within the ARNG Selected Reserve. This program, however, does not apply to Active Guard Reserve (AGR) (unless IAW Enclosure 7) (Exception 79T AGR Recruiting and Retention NCO REB) or Title 32 Military Technician Program (Dual Status Military Technicians [DSMTs]) per AR 601-210 (unless IAW AR 601-210, 10-16a(6)).

b. All individuals assessing into the ARNG who may qualify for an incentive must be processed at and through (unless authorized field/Out of MEPS enlistment granted by ARNG-HRM-I) MEPS systems applications and meet all eligibility requirements for each incentive. (Exceptions: Soldiers transitioning from Active Duty (AD) to the ARNG, and current ARNG Soldiers serving in an active status do not process through MEPS system applications). Individuals processing under the Marine-to-Guard program shall be processed like the Active Component (AC) to Reserve Component (RC) process, but through REQUEST application for vacancy reservation. Incentive addendums executed at MEPS will be signed and dated as the same date as the enlistment date.

c. Service Members assessed and/or assigned to any unit within the ARNG remain fully eligible while assigned to both a Modified Table of Organization (MTOE) and a Table of Distribution and Allowance (TDA) unit regardless of unit's deployable status. All potential and current ARNG service members will be processed IAW the eligibility requirements addressed in Enclosure 16 (Incentive Eligibility and Authorized Amounts) for each specific incentive.

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

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

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

g. Soldiers categorized as 09M (Future Soldier Preparatory Course (ASVAB Retest) or on AD under enlistment Option 26 (incurred Selected Reserve Obligation as part of initial AD contract) are not authorized incentives.

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

i. Individuals positive for pre-accession Drug and Alcohol test (DAT), regardless of waiver are ineligible for incentives.

j. GIMS 2.0 Pilot Program for LRP: Alabama, Idaho, Pennsylvania, and Tennessee were functioning under GIMS 2.0 procedures for all LRP incentive types effective 13 April 2026.

3. REQUIREMENTS

a. System Access: One of the management tools critical for administering the ARNG SRIP is GIMS. Individuals granted access to GIMS upon request will be in a User Role that will have ability to action or view only records in GIMS. All users of GIMS are required to complete a DD Form 2875 and initial Information Assurance (IA) awareness orientation training as a condition of access and thereafter must complete annual IA refresher awareness training. 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.

b. State IMs are recommended to obtain the following system access:

(1) Defense Joint Military Pay System (DJMS) (read-only): Highly recommended to assist State IM(s) in expedited research, monitoring, and validation of all incentive establishments, pay, debts, terminations, and other inquiries.

(2) Web Defense MilPay Office (WebDMO) (read-only): Recommended to assist State IM(s) with identifying reject reasons for establishments, payments, and terminations.

(3) Case Management System (CMS): Recommended for requesting corrections to Soldier pay records. These corrections include but are not limited to bonus master record Master Military Pay Account (MMPA) corrections, payments made using an inactive MMPA, establish debts, request Combat Zone Tax Exclusion (CZTE) reimbursement or adjusted W-2s, transactions for Soldiers assigned to the ING, and other actions as necessary.

(4) Integrated Personnel and Pays System-Army) (IPPS-A): Recommended to review and verify any data to include but not limited to transfers, assignments, active and closed Suspension of Favorable Personnel Actions (SFPA), and personnel data. Coordinate with State IPPS-A POC to confirm the appropriate level of access.

(5) Army Training Information System (ATIS): Recommended to review and verify any AFT and/or HT/WT data.

(6) Interactive Personnel Records Management System (iPERMS): Recommended to review and verify all documents that are applicable to incentives and incentives eligibility.

c. Training Requirements: The training courses below meet the requirements for access to GIMS. While the Comptrollers Accreditation and Fiscal Law (FL) course is highly recommended, the FL certificates that are Judge Advocate General (JAG), Comptroller, or USPFO led will be accepted for meeting the revalidation requirement. The Comptrollers Accreditation and FL course certificate is only valid for three years. If it has been three years since the user last completed the FL course, a new one must be awarded. Failure to have a valid certificate will result in the user being reduced to lower-level access. (Validation required every year)

(1) Unit level roles (includes Readiness NCOs, Commanders, Battalion/Brigade Career Counselors, State Enlisted Career Counselors, Officer Strength Managers, and other like-type representatives):

(a) DD Form 2875, System Authorization Access Request (SAAR), completed, signed, and approved within 365 days. (see Enclosure 14 for example)

(b) Approval Authority: Incentives Manager/ Education Services Officer (ESO)

(2) Reserve Component Career Counselor Role:

(a) DD Form 2875, System Authorization Access Request (SAAR), completed, signed, and approved within 365 days. (see Enclosure 14 for example)

(b) Approval Authority: NGB Admin

(3) Incentive Manager Role (regardless of status):

(a) DD Form 2875, System Authorization Access Request (SAAR), completed, signed, and approved within 365 days. (see Enclosure 14 for example)

(b) Fiscal Law (part I and part II) certificate dated within three years. Note: Users will receive one certificate inclusive of par I and part II.

(c) The Basic Incentive Manager Course Certificate.

(d) Approval Authority: NGB Admin.

(4) USPFO Role:

(a) DD Form 2875, System Authorization Access Request (SAAR), completed, signed, and approved within 365 days. (see Enclosure 14 for example)

(b) Fiscal Law (part I and part II) or Comptrollers Accreditation and Fiscal Law certificate dated within three years. Note: Users will receive one certificate for part I and part II. DD Form 577, Appointment/ Termination Record- Authorized Signature.

(c) DD Form 577, Appointment/Termination Record-Authorized Signature

(d) Approval Authority: NGB Admin

(5) Auditor/View-Only:

(a) DD Form 2875, System Authorization Access Request (SAAR), completed, signed, and approved within 365 days. (see Enclosure 14 for example)

(b) Approval Authority: NGB Admin

(6) Comptrollers Accreditation and FL course, Distributed Learning (DL). Length: 40 hours/Self-paced. Enrollment and training information: Blackboard Learn (army.mil). DD Form 2875 (System Authorization Access Request) must be signed by the security office and approved by the system owner. (Uploaded in GIMS under Access Request Form)

(7) DD Form 577 (Appointment/Termination Record - Authorized Signature): only required for USPFO roles.

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

d. Individuals requesting IM level access must complete the above requirement 3.b.(3)(b) and upload the completed certificates to GIMS prior to gaining access. Additionally, the individual must complete requirement 3.b.(3)(c) within 12 months of the date of access approval or his/her access will be reduced lower-level access. If the user fails to attend training within the 12-month timeframe they will not be revalidated until the training is complete.

e. ARNG recommends each State send one IM (Primary or Alternate) to the Advanced IM Course every 24 months at a minimum. Personnel must have completed the IM Resident Course and be in position at least twelve months before attending the Advanced IM course. For future auditing purposes, each State IM is responsible for maintaining copies of all training certificates for each person with IM access for their respective State. IMs will continue to monitor and coordinate with HRM-I for published training dates. HRM-I will not audit training requirements when dates are not available in the FY.

f. Under GIMS User Annual Revalidation, GIMS requires all users to upload an updated DD Form 2875 SAAR (uploaded under access request form). IM(s) should upload a copy of their Basic IM (resident) course completion certificate (if submitting an initial request) and all users requiring Fiscal Law will upload their certificate(s) (part I and part II), users should ensure that the Fiscal Law certificates will not expire during the 365 days until the next revalidation. Users are required to log into GIMS every 30 days, or their account will be suspended.

4. SYSTEM OVERRIDES: All requests for system overrides must be made through the appropriate channels and require approval by the relevant authority within GIMS and/or RMS. The approval authority for override requests is determined by HRM-I and may be changed as per the system and/or mission requirements. In the event of recognized system outages, please follow the procedures specified in Enclosure 11 (Manual Process).

5. FORFEITURE OF PAYMENT

a. Incentives contracts paid through annual installments are subject to payment forfeiture IAW the Soldier's signed bonus addendum. Once a payment has been forfeited there is no recourse to reinstate the forfeited payment. State IMs will be able to cancel SRIP payments using GIMS. GIMS will automatically renumber installment numbers and minimize rejection by DFAS. The following circumstances will apply:

(1) An annual payment will be forfeited if the Solider has one to eight period(s) of unexcused absences within the 12 months preceding date of entitlement, upon the ninth period of unexcused absence, see Enclosure 8 (Termination of Incentives). If the Soldier makes up the unexcused absence before the date of entitlement, they should be entitled to maintain that annual payment.

(2) Soldiers receiving annual payments will forfeit the annual payment if they have received two consecutive AFT failures or have not passed body fat standards within 12 months of the initial failure and have not met all the following requirements prior to date of entitlement:

(a) Must have the suspension of favorable personnel actions (SFPA) resolved as "Favorable" or "Specified."

(b) Must pass a record AFT and meet body composition standards in accordance with authorized regulations.

(c) Continues to remain qualified in accordance with the incentive agreement.

(3) Soldiers that have met all requirements in paragraph 5a(2)(a) through(c) above prior to date of entitlement will receive their annual payment.

(4) LRP (Student and Chaplain) payments will be forfeited if a Soldier does not submit all required documents for processing within 365 days of the authorized date of entitlement. Soldiers may request an ETP due to extenuating circumstances. This applies to Soldiers entering an initial obligation SLRP agreement (having met all initial eligibility to receive payments) and all current ARNG Soldiers with an active SLRP incentive that have not submitted all required documents within the timeline prescribed. State IM may use notification template (see Enclosure 14) to notify Soldiers of forfeiture of payment. State IM will utilize an ACR to cancel the forfeited payment.

6. LOST / CORRECTED COPY ADDENDUMS

a. If an addendum has been lost, the State IM can submit all supporting documentation to the Lost Addendums inbox NGB-HRMI-Lost-Addendums@army.mil. HRM-I will review and process this request and issue a new addendum with "Lost Addendum" in red across the header and assign an issuance number.

b. If an addendum was issued as an obsolete version or the incorrect incentive type, the State IM can submit all supporting documentation to the Corrected Copy inbox ngb-hrmi-corrected-addendumsarmy.mil@army.mil. HRM-I will review and process this request and issue the appropriate addendum with "Corrected Copy" in red across the header and assign an issuance number.

c. In both above scenarios, HRM-I requires an ETP to be submitted and approved prior to the issuance of a Lost or Corrected Copy Addendum. The following documents and/or information are required:

(1) For all incentive types

(a) ARNG NGB Approved ETP

(b) ETP Summary Sheet

(c) Old/Incorrect Addendum (if available)

(2) Non-Prior Service Enlistment Bonus, Prior Service Enlistment Bonus, and Off-Peak information

(a) Bonus MOS

(b) Paragraph/Line

(c) Bonus Unit Identification Code (UIC)

(d) Unit Name

(e) Unit Address

(f) Unit Phone Number

(g) Unit Vacancy Control Number (UVCON)

(h) Reception Station (RECSTA) Start Date **(Off-Peak only)**

(3) Enlisted Affiliation Bonus information

(a) Unit Name

(b) Unit Address (complete)

(4) Re-Enlistment/Extension Bonus

(a) DA Form 4836

(5) Student Loan Repayment Program

(a) The number of loans

(b) Total amount of loans

d. Upon receipt of the lost or corrected copy addendum the Soldier has 30 days to CAC sign the new addendum.

ENCLOSURE 4: INCENTIVES

1. The following table depicts the maximum allowable amount for each incentive type. These amounts are based on funding availability and subject to change. The specific amount for each incentive type offered and eligibility criteria is found in Enclosures 15 through 17.

Incentive Type	Maximum Amount Offered
Non-Prior Service Enlistment Bonus (NPSEB)	$25,000.00
Off-Peak (OP)	$2,500.00
Prior Service Enlistment Bonus (PSEB)	$20,000.00
Enlisted Affiliation Bonus (EAB)	$20,000.00
Reenlistment/Extension Bonus (REB)	$20,000.00
MOS Conversion Bonus (MOSCB)	$10,000.00
Officer/Warrant Officer Accession Bonus (OAB/WOAB)	$20,000.00
Officer/Warrant Officer Affiliation Bonus (OAFB/WOAFB)	$20,000.00
Officer/Warrant Officer Retention Bonus (ORB/WORB)	$20,000.00
Student Loan Repayment Program (SLRP)	$50,000.00
Chaplain Loan Repayment Program (CLRP) (see note)	$80,000.00
79T AGR Reenlistment/Extension Bonus	$12,000.00

Note: CLRP is issued as a 3 year/ $20,000 contract. Eligible Chaplains can receive up to four separate contracts totaling the lifetime max of $80,000.

2. AGREEMENTS/ADDENDUMS

a. General: IAW Enclosure 1 (References), an applicant/Soldier must enter into an agreement outlining the terms and conditions for receiving an incentive. The agreement will explain the process of repayment for failing to complete the period of obligated service or other conditions of service for which the incentive/bonus is paid. An agreement must be executed on or prior to the obligated service period. All incentive agreements (except MOS Conversion Bonus) must be signed on the same date incurring the associated service obligation (Includes the Soldiers signature and witnessing official signature). All loan repayment program (LRP) incentive requests must have an approved pre-approval memo generated from the Guard Incentive Management System (GIMS) prior to the issuance of the LRP incentive. It will be considered valid once all the following conditions are met: (1) it is produced from an authorized system with an assigned Bonus Control Number (BCN); and (2) all required signatures and dates are applied. The authorized systems for generating addendums are MEPS system applications (NPS, OP, PS, EAB, NPS SLRP, PS SLRP, and 09S SLRP), GIMS (MOSCB, 79T AGR REB, EAB, CLRP, and Officer Incentives) and RMS

(REB and Current Member SLRP) unless written approval is granted by HRM-I prior to issuance.

b. Listed below are additional instructions for the specific incentives.

(1) REB: States have 60 days upon creation of an incentive contract to upload the signed DA Form 4836 and signed bonus addendum into iPERMS (official repository) and ”Validate” the contract within the QA/QC bin in GIMS. Failure to appropriately upload these signed documents will result in contract invalidation.

(2) SLRP: States have 60 days upon creation of an incentive contract to upload the signed DA Form 4836 or DD Form 4 and signed SLRP addendum into iPERMS (official repository) and the GIMS. Failure to appropriately upload these signed documents will result in contract invalidation.

(3) EAB: States have 60 days upon the contract moving into the QA/QC bin in GIMS to confirm the signed bonus addendum is uploaded into iPERMS (official repository) and “Validate” the contract within the QA/QC bin. Failure to appropriately upload these signed documents will result in contract invalidation.

(4) 79T AGR REB: States have 60 days upon creation of an incentive contract to upload AGR orders covering the duration of the incentive contract and signed bonus addendum into iPERMS (official repository) and “Validate” the contract within the QA/QC bin in GIMS. Failure to appropriately upload these signed documents will result in contract invalidation.

(5) MOSCB: States have 60 days upon the contract moving into the QA/QC bin in GIMS to confirm the signed bonus addendum is uploaded into iPERMS (official repository) and “Validate” the contract within the QA/QC bin. Failure to appropriately upload these signed documents will result in contract invalidation.

(6) CLRP: States have 60 days upon the contract moving into the QA/QC bin in GIMS to confirm the signed bonus addendum is uploaded into iPERMS (official repository) and “Validate” the contract within the QA/QC bin. Failure to appropriately upload these signed documents will result in contract invalidation.

c. Contracts invalidated by GIMS may be returned to an active status if the contract was signed by the Soldier utilizing their CAC during the allotted timeframe but was not uploaded and/or “Validated” in the QA/QC bin within 60 days of contract creation.

(1) An email must be submitted to the ARNG Incentives Oversight Branch group mailbox at ngbarnghrm-i@army.mil, requesting the contract be returned to active status. This request must include the originally signed contract and the reason for failing to meet the 60-day requirement.

(2) If approved, HRM-I will execute an ACR to return the contract to an active status. Returning the contract to the QA/QC bin for the Incentive Manager to take appropriate action.

d. Contracts invalidated by GIMS will not be returned to active status if the contract was not signed by the Soldier utilizing their CAC within 60 days of contract creation. A new incentive contract must be created through RMS or GIMS and signed within 60 days or risk invalidation of the contract.

e. The manual control number (MCN) process is intended to build contracts within GIMS that were already issued manually under manual issuance or due to a system error preventing the incentive population within GIMS.

f. If an agreement/addendum (i.e., BCN) cannot be issued via the authorized systems listed I Enclosure 4, para 2a, the following actions will take place to receive a manual contract:

(1) The State IM will submit the identified issue with a detailed explanation and screenshots in their respective Region State Chag Team for Basic Tier 1 review.

(2) If the issue cannot be resolved via the Region State Chat Team, Tier 1 will submit a GIMS helpdesk ticket on behalf of the State.

(3) After helpdesk ticket is submitted, the State IM will send the incentive request form (see Enclosure 14, para 15) to ngbarnghrm-i@army.mil for manual issuance of the agreement/addendum. HRM-I will generate the bonus addendum and return to the State for continued processing.

(4) After all signatures have been applied, the State IM using the MCN process will build the contract within GIMS.

g. The State Enlisted Career Counselor (SECC), Unit Commander (UC), Unit Career Counselor (UCC), and Reserve Component Career Counselor (RCCC) roles are authorized to issue incentives within GIMS via a BCN. The State Incentive Manager (IM) role is not authorized to issue an incentive agreement/addendum.

3. FUNDS AND TAXES

a. Payments on contractual agreements are based on the availability of funds; therefore, may be subject to suspension or termination without notice. Additionally,

payments are to be processed within 30 days of the entitlement date and are subject to state and federal tax codes.

b. Combat Zone Tax Exclusion (CTZE). IAW Department of Defense Financial Management Regulation (DOD FMR), volume 7A, chapter 44, Table 44-4, Rule 5.

(1) A bonus entitlement (including installments) earned (reenlists, extends, signs agreement) in a month during which combat zone (CZ) or qualified hazardous duty area (QHDA) exclusion applies is not subject to state and federal taxes. See Enclosure 10 (Case Management System (CMS)) for processing details.

(2) A bonus entitlement (including installments) earned (reenlists, extends, signs agreement) in a month during which CZ or QHDA exclusion does not apply is subject to state and federal taxes.

c. Taxes will be withheld from all Loan Repayment Program (LRP) payments. The amount due after taxes will be paid directly to the financial institution. Soldiers will receive a separate IRS Form W-2 at the end of the year from DFAS indicating the total entitlement amount. The Coronavirus Aid, Relief, and Economic Security Act (CARES) act may apply (as determined by DFAS) to a Soldier that received a payment of less than $5,250 in a specific year resulting in not receiving an LRP W-2 for that year.

4. POSITION VACANCIES

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

b. The Automated Unit Vacancy System (AUVS) is the system of record for determining valid open 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. A manually built vacancy or standard excess positions (PARNO Code 999E) are not considered a valid vacancy and not authorized an incentive. However, templets within IPPS-A as outlined in paras 4b(1) and 4b(2) below are authorized incentives provided otherwise qualified. Additionally, during known system unavailability periods, a memorandum of unit strength by MOS skill level must be provided by authorized unit representatives in determining a valid vacancy.

(1) **Overmanning Enhanced Readiness (PARNO code 9ERD):** This templet will be placed in units to allow over strength in support of operations. The positions are used when NGB approves force structure higher than 100 percent, for specific units, such as preparation for mobilization.

(2) **Overmanning Excess Due to MTOE Change (PARNO code 999Q):** This templet will be placed in units that have been reduced in force structure and are given 12 months to be reallocated to a new position within the state.

(3) **Position inactive and Temp Hold Positions (PARNO code 9TMP):** Soldiers may retain incentives when placed in these positions for less than 90 days but may not be issued incentives.

ENCLOSURE 5: SUSPENSION OF INCENTIVES

a. General: Soldiers with an incentive will be suspended from the program and not receive payment during the scenarios listed below. These suspension reasons apply to all incentive types unless otherwise stated. HRM-I is the authority for any discrepancies or disputes.

b. Enters a period of non-availability in the Inactive National Guard (ING). Maximum periods of non-availability are: (Note: Only one suspension for non-availability may be granted during an incentive obligation period)

(1) One year for personal reasons

(2) Three years for missionary obligations

c. Receives an SFPA Flag for any reason IAW AR 600-8-2.

d. Becomes Positions of Significant Trust and Authority (POSTA) non-compliant due to type II offenses committed after being fully POSTA screened with approved waivers. **(79T AGR REB only)**

e. Candidate fails to begin their officer producing program within 1-year of the date of enlistment. **(09S only)**

f. Candidate fails to acquire a bachelor's degree within 2-years of the date of enlistment. **(09S only)**

g. Fails two consecutive For Record AFT within the contract term.

h. Fails to pass body fat standards within 12 months of initial failure.

ENCLOSURE 6: REINSTATEMENT OF INCENTIVES

a. General: Reinstatement and resumption of subsequent incentive payment is not guaranteed. These reinstatement reasons apply to all incentive types unless otherwise stated. HRM-I is the authority for any discrepancies or disputes.

b. To reinstate eligibility for incentives after a period of non-availability the following must happen:

(1) Complete the period of authorized non-availability within the required time limit listed in Enclosure 5b.

(2) Rejoin an existing vacancy in the Selected Reserve authorized the Soldier's grade within:

(a) The incentive-authorized unit or specialty in which the Soldier was originally assigned; or

(b) An incentive-authorized unit or specialty offered (and become MOSQ within 24 months), upon return from authorized non-availability.

(3) Extend their service obligation to meet or exceed the authorized period of non-availability (Inactive Guard Status [ING]) within 90 days after completing the period of non-availability, to serve out the full incentive contract period in the Selected Reserve.

c. A Soldier who complies with all requirements listed in paragraphs above will be entitled to payments resumed on the adjusted anniversary date of satisfactory creditable Selected Reserve service.

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

e. During a period of suspension due to POSTA non-compliance, when the offense is favorably waived. **(79T AGR REB only)**

f. During a period of SFPA, when the SFPA is favorably lifted. Payment date(s) of original entitlement date will not be updated to date of flag removal.

g. Suspension due to consecutive AFT failures requires a passing For Record AFT to resume incentive eligibility.

h. Suspension due to failure to pass body fat standards within 12 months of initial failure requires meeting body fat standards to resume incentive eligibility.

ENCLOSURE 7: CONTINUED RECEIPT OF INCENTIVES

1. A Soldier may be eligible for continued receipt of incentives under the conditions listed below. These conditions apply to all incentive types unless otherwise stated. HRM-I is the authority for any discrepancies or disputes.

a. An officer changing AOCs due to unit transition, inactivation, relocation, or reorganization, convenience of the government, or normal career progression (remaining in the same Career Management Field [CMF]) can retain their incentive.

b. An enlisted Soldier changing MOSs for any reason must continue to hold the contracted MOS and become DMOSQ within 24 months plus any deployment periods, of transfer into the new MOS (including MOS changes when accepting an AGR position and MOS changes after contract signature date but before contract start date). The 24-month period begins on contract start date for MOS changes that occur between signature and start date. Soldiers remain eligible for payments during this 24-month period. **(Not applicable to NPSEB, 79T AGR REB, MOSCB, Officer or Warrant Officer candidates: 09S, 09R, 09W)**

c. Enlisted Soldiers who change UIC (regardless of unit type) and/or paragraph and line for any reason, may retain their incentive. **(Not applicable to NPSEB and 79T AGR REB)**

d. Enlisted Soldiers who change MOS and/or UIC expressly for the purposes of promotion to SGT/E-5 or higher, due to a unit inactivation, relocation, reorganization, transformation, or a DoW directed reduction in the ARNG force may retain their incentive. **(NPSEB Only)**

e. Soldiers cross-leveled into a different MOS/UIC for the purposes of mobilization returning to their contracted MOS and UIC within 180-days of Release from Active Duty (REFRAD) from the mobilization. **(NPSEB Only)**

f. Soldiers electing to remain in their deployed (cross-leveled) MOS will have 24 months from REFRAD date to become DMOSQ. Soldiers remain eligible for payments during this 24-month period. **(Not applicable to NPSEB and MOSCB)**

g. Soldiers who accept a One Time Occasional Tour (OTOT), an Active-Duty Operational Support (ADOS) Tour, or Full time National Guard Duty for Operational Support (FTNGDOS) Tour.

h. Soldiers who transfer into an authorized over-strength position IAW Enclosure 4, 4b. **(Not applicable to AGR 79T AGR REB)**

i. Eligible Soldiers contracted for an incentive through MEPS/RCCC but later gained in IPPS-A as standard excess and are assigned to a primary position within their contracted MOS and UIC within 90 days may retain their incentive. (**NPSEB Only)**

j. Eligible Soldiers contracted for an incentive through MEPS/RCCC but later gained in IPPS-A as standard excess and are assigned to a primary position commensurable with their contracted MOS within 90 days may retain their incentive. **(Not applicable to NPSEB)**

k. Soldiers that enter the AGR program (at any time after signature date) must continue to hold the contracted MOS. **Excludes:** Soldiers accepting an AGR position in Recruiting and Retention Battalions (RRB) with the purpose of becoming a production Recruiter. **(Not applicable to NPSEB)**

l. Soldiers that enter the Active Guard Reserve (AGR) program (at any time after signature date) must accept an AGR position within their contracted MOS and UIC. **(NPSEB Only)**

m. Chaplains with the CLRP incentive who enter the AGR program (at any time after signature date) must be assigned to an AGR Chaplain position or continue to drill as a Chaplain if assigned to an AGR position that does not possess the same AOC.

n. Soldiers who extended their obligation and later enter an officer producing program prior to the new contract start date may continue to receive the new incentive until commissioned or appointed. **(Not applicable to AGR 79T or MOSCB)**

o. Soldiers accepting a temporary MILTECH assignment for less than 180-days (cumulative starting from contract start date). **(Not applicable to 79T AGR REB)**

p. Soldiers who volunteer to become 18−Series qualified. If unable to become 18 series qualified, they must return to a DMOSQ position to continue incentive eligibility. **(Not applicable to NPSEB and 79T AGR REB)**

q. Soldiers who volunteer to become 18−Series qualified. If unable to become 18-series qualified, they must return to their contracted MOS and UIC to continue incentive eligibility. **(NPSEB Only)**

r. Soldiers returning to an active status from an authorized period of non-availability (ING) as defined in Enclosure 5b(1)(2), extending their incentive contract obligation for the period of non-availability within 90-days from the date of returning to active status and continuing to meet all other eligibility requirements of the incentive. **(Not applicable to 79T AGR REB)**

s. Soldiers may be eligible to retain their incentive upon transferring into the United States Army Reserve (USAR) provided they continue to meet all eligibility requirements. USAR holds approval/disapproval authority of continued receipt of the incentive. **(Not applicable to 79T AGR REB)**

t. Soldiers transferred to the ARNG MMA and coded in IPPS-A as 999M may retain the incentive and receive payments. **(Not applicable to 79T AGR REB)**

u. Soldiers accepting a position at a Regional Training Institute (RTI) or RSP and became Instructor qualified (SQI=8) or Drill Sergeant qualified (SQI=X) within 24 months of assignment. **(Not applicable to 79T AGR REB or MOSCB)**

v. Soldiers MOS is changed due to normal career progression per DA Pamphlet (PAM) 611-21. Soldier may be eligible to retain the incentive for which contracted if they are still considered DMOSQ, assigned as the primary position holder and not listed as excess (9993).

w. Soldiers transferring from the USAR to the ARNG with an incentive (including Bonus and/or SLRP) may be eligible to retain their incentive pending HRM-I approval. RRNCO IAW state internal management controls or assistance of the State IM will submit a request with all substantiating details and documents prior to transfer or accession to the ARNG via email to HRM-I ngbarnghrm-i@army.mil.

x. Soldier transferring or assigned either to a 00D or 00F position may retain or be issued an incentive if in accordance with NGR 600-200, Chapter 2. **(Not applicable to NPSEB)**

y. 79T RRNCO (Production Recruiter) in receipt of the 79T AGR REB while attending the Recruiting Leader Course and temporarily assigned a two-digit RSID. Soldier not being reassigned to a 79T Production Recruiter four-digit RSID, the incentive will comply with the terms and conditions of the incentive agreement.

z. Soldiers that fail to become DMOSQ in the MOS for while contracted per the incentive agreement within 24 months due to **(NPSEB Only)**:

(1) Soldiers actively attending training with a completion date beyond 24 months from the date of enlistment.

(2) Soldiers with a reserved training seat, as a split option, or Soldiers who are delayed due to training seat nonavailability resulting in a timeline exceeding the 24-month IET requirement.

aa. Special Forces (18CMF) Soldiers that sign for an REB in a valid vacancy and later moved into an excess template under the authorized Special Forces UICs may retain their incentive.

ENCLOSURE 8: TERMINATION OF INCENTIVES

1. Entitlement to an incentive will be terminated when any of the following termination reasons apply. Service Members will not be eligible to receive any further incentive payments, except for service performed (earned incentive as described in AR 601-210, 10-8a. before the termination date. These termination reasons apply to all incentive types unless otherwise stated. Any termination of eligibility does not affect the period of service I must serve either contractually or by statutory requirements. HRM-I is the authority for any discrepancies or disputes.

a. Termination with Recoupment Effective Contract Start Date:

(1) Incentives contract signed before or after the execution date of enlistment, reenlistment or extension.

(2) LRP incentive contracts that did not obtain an approved pre-approval memorandum generated from GIMS prior to issuance. **(LRP only)**

(3) Enlisted while attending high school and does not become a secondary school graduate within the required time limit. **(NPSEB only)**

(4) Fails to become DMOSQ in the MOS for which contracted incentive per the incentive addendum/agreement within 24 months, and the following cases do not apply: **(NPSEB only)**:

(a) Soldiers actively attending training with a completion date beyond 24 months from the date of enlistment.

(b) Soldiers with a reserved training seat, as a split option, or Soldiers who are delayed due to training seat nonavailability resulting in a timeline exceeding the 24-month IET requirement.

(5) Enlisted under the Simultaneous Membership Program (SMP) as an 09R.

(6) Enlisted under the Officer Candidate School option 09S. **(All incentive types except 09S SLRP)**

(7) Enlisted under the Warrant Officer Candidate School option 09W.

(8) Enlisted as a Glossary Non-Prior Service (GNPS). **(NPSEB and Off-Peak only)**

(9) Enlisted within 365 days of last ARNG discharge date and was fully eligible to extend. **(PS only)**

(10) Has been a two-time non-select for promotion. **(CLRP only)**

(11) Extended more than 365 days from ETS date. **(REB and CM SLRP only)**

(12) A Soldier is medically qualified to transition from the AC to the ARNG, but upon arrival to their unit of assignment is no longer medically qualified and is boarded for medical discharge for reason(s) not based upon the service performed within the ARNG. **(EAB only)**

(13) Accepts a permanent or indefinite (including conditional status) military technician position where membership in the Selected Reserve is a condition of employment and does not serve at least one day on the incentive obligation period in an active status. **(REB and MOSCB only)**

(14) Does not successfully complete IADT and receive any Army MOS. **(Off-Peak-Only)**

(15) Does not successfully complete IADT and receive contracted MOS. **(NPSEB only)**

(16) Does not have a RECSTA date between 1 October through 10 May within the same fiscal year as date of enlistment. **(Off-Peak Only)**

b. Termination with Recoupment: (**Note:** SLRP normally not recouped because obligation period is served prior to receipt of the incentive payment. See Soldier's incentive addendum for specifics.)

(1) Becomes an unsatisfactory participant (see AR 135-91). Accumulates nine or more unexcused absences within a 12-month period or fails to attend or is absent (unexcused) one day of annual training. AR 135-91, paragraph 4-14 addresses if absent from a MUTA (multiple unit training assembly) 5 or Muta 6, the maximum number of unexcused absences charged is four. Termination Date: date of the first unexcused absence.

(2) Exceeds the maximum authorized period of non-availability as defined in Enclosure 5b(1)(2) or fails to extend the contracted term of service to meet or exceed the period of non-availability within 90 days of return to active status. Termination Date: effective date assigned to the ING.

(3) Separated/Discharged for any reason other than those listed under paragraph c. (Termination without recoupment) and paragraph 3 (Disposition of Incentives for Medical Separations). Termination Date: effective date of separation/discharge.

(4) Fails to pass a For Record AFT after two consecutive failures prior to contract end date. Termination Date: date of initial failure.

(5) Fails to pass body fat standards after initial failure prior to contract end date. Termination Date: date of initial failure.

(6) An Officer/Warrant Officer who fails to serve in the contracted Primary AOC/MOS with the same authorized Duty AOC/MOS for the entire length of the incentive agreement (except for normal career progression, unit transition, inactivation, relocation, or reorganization, or the convenience of the government). Termination Date: effective date of the officer's branch transfer order.

(7) Soldiers with PARNO code 999E “Standard Excess” in the GIMS/IPPS-A and violating the authorized overstrength/guidance. Note: Soldiers who enlist under 09S are exempt. Once commissioned, must be in a primary position or, if placed in excess, be within the authorized overstrength guidance IAW Enclosure 4 para 4b. Termination Date: effective date of transfer into excess.

(8) Loses MOS/AOC qualification due to denial or removal of required security clearance. Termination Date: effective date for removal of security clearance and being considered Non- DAOCQ/DMOSQ.

(9) An Officer/Soldier leaving the Title 32 DSMT (including permanent, indefinite, conditional or temporary technicians over 179 days) program to a Traditional/MDAY status that has a contract start date within 12 months of release from DSMT will have that incentive terminated if he or she fails to serve at least 12 months of the contractual obligation period (from the contract start date) prior to reentering the DSMT program. Termination Date: start date of permanent or indefinite position and day 180 (cumulative starting from contract start date) for temporary technicians.

(10) Fails to become Instructor-qualified (SQI=8) within 24 months of assignment to an RTI and/or RSP cadre. Termination Date: effective date of the transfer order to the instructor position.

(11) Fails to become Drill Sergeant-qualified (SQI=X) within 24 months of the date of assignment to an RSP Drill. Termination Date: effective date of the transfer order Drill Sergeant position.

(12) Refuses assignment within the SELRES upon unit’s transition. Termination Date: date of assignment refusal.

(13) SFPA is not favorably lifted. Termination Date: effective date of the SFPA.

(14) Discharged with any active SFPA (regardless of SFPA or discharge reason). Termination Date: effective date of the SFPA.

(15) Discharged with an active SFPA that was closed for the purpose of processing the Soldier for separation. Termination Date: effective date of the SFPA.

(16) Transfers out of contracted MOS for any reason other than those listed under continued receipt. Termination Date: date of transfer/MOS change. **(NPSEB only)**

(17) Does not return to the contracted MOS or UIC within 180 days of REFRAD of cross-level mobilization. Termination Date: day 181 after mobilization REFRAD. **(NPSEB Only)**

(18) Transfers out of contracted UIC for any reason not listed under continued receipt. Termination Date: date of transfer. **(NPSEB Only)**

(19) An Officer entering any AC or SELRES (other than the USAR) with a current officer ARNG incentive. Termination Date: date of separation/discharge.

(20) Accepts a promotion in any MOS outside of the contracted MOS. Termination Date: effective date of the transfer/promotion. **(79T AGR REB and MOSCB)**

(21) Voluntarily transfers out of the Recruiting and Retention Command. Termination Date: effective date of the transfer. **(79T AGR REB only)**

(22) Fails to become 18CMF DMOSQ and does not return to a DMOSQ position. Termination Date: date of release from the 18-series program. **(Not applicable to NPSEB)**

(23) Fails to become 18CMF DMOSQ and does not return to their contracted MOS and UIC. Termination Date: date of release from the 18-series program. **(NPSEB only)**

(24) Special Forces (18CMF) Soldiers that sign for an REB who fail to remain in an authorized Special Forces UIC as 18 CMF DMOSQ.

(25) Fails to become DMOSQ within 24 months (plus periods of deployment) of MOS change for any reason. The 24-month period starts on contract start date for Soldiers that change their MOS between signature and state date. Termination Date: effective date of the transfer to the new MOS.

(26) Any change in designated military skill for any reason. Termination Date: date of transfer. **(MOSCB only)**

(27) Any receipt of overpayment or erroneous receipt of payment when not eligible. Termination calculated by erroneous/overpayment amount.

c. Termination without Recoupment:

(1) Acceptance of an immediate appointment as a commissioned officer or warrant officer in any component of the Army excluding the IRR or ING. Termination Date: effective date of separation/discharge.

(2) Separation from the Selected Reserve or transfer from the designated bonus position because of death, injury, illness, or other impairment that is not the result of any misconduct by the Soldier. Termination Date: date of separation/discharge/transfer. See paragraph 3 (Disposition of Incentives for Medical Separations) for all medical separations.

(3) Accepts a permanent or indefinite (including conditional status) Title 32 military technician position, or temporary military technician position of more than 179 days (cumulative starting from contract start date), serving one or more days on the incentive contract. Termination Date: start date of permanent or indefinite position and day 180 (cumulative starting from contract start date) for temporary technicians.

(4) Discharged due to Hardship in accordance with applicable separation policy with IPPS-A code “HA” on the discharge order. Termination Date: date of discharge.

(5) A candidate who fails to accept a commission within three years of enlistment. Termination Date: contract start date **(09S only)**

(6) 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. Termination Date: contract start date **(09S only)**

(7) Fails to earn a commission and is subsequently discharged from the ARNG. Termination Date: contract start date **(09S only)**

(8) Soldier is mobilized. Termination Date: date of transfer for mobilization. **(79T AGR REB only)**

(9) Transfer to any non-production 79T or non-production Recruiter position. Positions include but are not limited to Retention NCO, MEPS GC, AUVS Manager, Reserve Component Transition (RCT) Manager (Includes Inter-State (IST) and Inter-

Service (ISR) Manager) or in Recruiting Marketing. Termination Date: date of transfer. **(79T AGR REB only)**

(10) An Army Medical Department (AMEDD) officer who received SLRP/09S. Termination Date: date appointed to an AMEDD Corps or branch. (excludes AOCs 70B and 72D) **(09S SLRP only)**

(11) Discharged due to sole survivorship. Termination Date: date of separation/discharge.

(12) Soldier initially gained in IPPS-A as standard excess and fails to be assigned to a primary position with their contracted MOS within 90 days. Termination Date: day 91 in excess. **(Not applicable to NPSEB)**

(13) Soldier initially gained in IPPS-A as standard excess and fails to be assigned to a primary position with their contracted MOS and UIC within 90 days. Termination Date: day 91 in excess. **(NPSEB Only)**

(14) Soldiers with PARNO code 999Q “Excess due to MTOE change” in GIMS/IPPS-A for more than 12 months without being reassigned to a new valid position vacancy within the state. Termination Date: 1 day after exceeding 12 months in the excess position.

(15) Soldiers assigned to a “Position Inactive” or Temporary Hold” Position (PARNO code 9TMP) in GIMS/IPPS-A for more than 90 days without being reassigned to a new valid position vacancy within the state. Termination Date: day 91 in the inactive or temporary position.

(16) Soldier accepts an AGR position for the purpose of a production recruiter in RRB. Termination Date: start date of AGR orders.

(17) Soldier accepts an AGR position not within their contracted MOS and UIC. Any other AGR position will result in termination. Termination Date: start date of AGR orders. **(NPSEB Only)**

(18) Involuntarily ordered into retirement. Termination Date: date of separation/discharge.

(19) Chaplain accepts an AGR position that is not an AGR Chaplain position or continuing to drill as a Chaplain. Termination Date: start date of AGR orders.

(20) Soldiers that voluntarily or involuntarily separate due to having a current diagnosis or history of gender dysphoria, or those who exhibit symptoms consistent with gender dysphoria in accordance with the references in para 32-38 of Enclosure 1.

2. CONTRACT TERMINATION AND SETTLEMENT PROCESS

a. Purpose. Provide guidance for the resolution of incentive eligibility issues when bonus contracts are not in compliance with law, regulations, or policy. This guidance also provides the process for terminating all incentive contracts (including LRP) appropriately.

b. Program Management. The IM is responsible for executing the SRIP, to include establishment, monitoring, and payment of each incentive within the program.

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

(1) State Level Authority- Incentive issues caused by incorrect IPPS-A coding, inaccurate orders issuance, and missing documents in iPERMS or GIMS should be corrected at the State level. These issues can usually be addressed by amended orders, DA 4187s, revoked orders, or other internal state processes. An ETP is not required for these issues.

(2) The ARNG Level Authority- Incentive issues that are not correctable by the State, and the State submits a Soldier's request for an ETP to the ARNG. The ARNG can make approval determinations when the incentive issue is a violation of the applicable ARNG Incentive Policy. If the issue violates a higher-level authority's regulation, policy, or statute, the ARNG will follow the applicable resolution path.

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

(4) Suspected Fraud, Waste or Abuse- Incentive contracts that demonstrate evidence of improper administration permitting erroneous incentive payments are subject to recoupment by federal statute(s) and/or DoD and Federal Management Regulations (FMR). Any alteration to an incentive addendum will be treated as suspected fraud. All cases will be reported to HRM-I and must be thoroughly investigated by the State to determine appropriate legal disposition. Decisions will be reported to HRM-I. If the State does not take appropriate level actions to investigate, the ARNG level authority will take actions as necessary.

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

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 2c(1) are corrected in IPPS-A, iPERMS and GIMS as required.

f. The termination process uses five phases to process termination of an incentive contract. The phases and definitions are:

(1) Identify the Violation

(a) State IM should review the addendum/agreement and applicable policies and/or regulations to include IOMs, SMOMs, PPOMs, etc. to verify eligibility based on the identified violation.

(b) When a violation is identified, continue to research the contract in its entirety to document and address all violations that have occurred during the contractual obligation.

(2) Terminate the Contract (in GIMS)

(a) Once violations have been identified, the contract should be terminated in GIMS (with detailed remarks) with the effective termination date of the earliest (first) violation on the incentive contract. Exception (Does not apply to LRP): If the bonus has not been established in the DJMS-RC, the IM will request an ACR in GIMS to move the contract to the QA/QC bin. Once the ACR is complete, the IM will invalidate the bonus. Due process is still required unless otherwise stated.

(b) Identify whether the termination is with or without recoupment based on Enclosure 8 (Termination of Incentives).

(c) If a Soldier is terminated without recoupment but still entitled to a pro-rated payment, the State IM will be required to select “with recoupment” in GIMS to send the correct data to DFAS to generate the pro-rated payment. (Does not apply to LRP)

(3) Complete Due Process (if required)

(a) Due process is intended to allow the Soldier and/or unit a minimum of 30 days to provide supporting documentation or request an ETP. If neither happen at the expiration of 30 days the IM may proceed to terminate the contract appropriately. The

State may allow more than 30 days if they are actively working with the Soldier and/or unit to receive supporting documentation or submit an ETP request.

(b) The State IM is not required to notify the Soldier if no additional payments are scheduled, the Soldier is not due any additional funds, and no funds are required to be collected from the Soldier. (No notification is required to Soldiers that fail Initial Active-Duty Training [IADT])

(c) The State IM is required to notify the Soldier if there are additional payments scheduled/due, or funds will be required to be collected from the Soldier.

(d) The State IM will notify the Soldier of the issue requiring bonus termination and the ETP option using the DA Form 4856 (preferred document), or the Notification of Incentive Discrepancy Memorandum (Enclosure 14).

(e) In cases where the Soldier is no longer in the ARNG and cannot be notified by any other means, then the memorandum will be mailed to the Soldier's last known Home of Record (HOR) address in IPPS-A by USPS mail (Certified mail is not required). Remarks confirming notification must be entered into the GIMS.

(f) If a Soldier requests an ETP, the State IM will follow the steps below IAW Enclosure 8 paragraph 2g.

(4) Review and Verify the Termination

(a) The State IM will review and verify all termination data to include the termination reason, date, with or without recoupment, and all other fields are filled out correctly.

(b) If a Soldier has filed an ETP the State IM will ensure termination data is updated based on ETP results. If the ETP was approved, the State IM will have the ability within GIMS to select “Return to Active Status” to move the contract back to an active status and release the hold on all payments.

(5) Process the Termination – SRIP Bonuses

(a) Once all termination data has been verified and updated (as needed), the termination must be processed at the State level through the Termination Review and Pending Due Process Returned bins to the Status USPFO for final processing.

(b) The IM will monitor the Termination Rejected Bin or work with their USPFO and will ensure all rejected transactions are corrected and re-queued as required.

(c) The IM will monitor the "CMS/OOS Terminations" bin to process all CMS/OOS terminations IAW Enclosure 9 and 10.

(6) Process the Termination – LRP

(a) Once all termination data has been verified and updates (as needed), the termination must be processed at the State level through the Termination Review and Pending Due Process Returned bins to the Status USPFO for final processing.

(b) LRP recoupments will move from the "USPFO Review" bin to "Web DMO Termination (DR03)" for Soldiers still actively in strength with an active Reserve Component Master Military Pay Account (RC-MMPA). This bin will require the State USPFO to do a DR03 Transaction in Web Defense MilPay Office (WebDMO) using APC 18N218 and COP N1. The State USPFO will input the appropriate recoupment amount to generate the debt. The USPFO will have the ability to select "DR03 Transaction Completed" once complete or "Return to State" if corrections are needed.

(c) LRP recoupments will move from the "USPFO Review" bin to "CMS Termination" for Soldiers that do not have an active RC MMPS. This bin will require the State IM to submit a Case Management System (CMS) case to initiate the debt recoupment. The State IM will have the ability to select "CMS Case Complete" once complete or "Return to State" if corrections are needed.

g. Termination Amounts Defined

(1) SRIP Bonuses:

(a) The number of months served satisfactorily during the term for which an incentive was paid will be multiplied by the monthly rate authorized by the particular incentive. The monthly rate is calculated by dividing the total incentive amount by the number of months of service the member has agreed to serve. This calculation results in the Service member's "earned incentive."

(b) That "earned incentive" must be subtracted from the total incentive amount paid to the individual to date (initial and any subsequent payments).

(c) If the "earned incentive" is less than the total incentive amount paid, the overpayment to the individual must be recouped. If the "earned incentive" is more than the payments received to date (total of initial and any subsequent payments), the excess amount will be paid in the final installment.

(2) LRP: Recoupment is based on amount paid for that annual FY payment. Solders not eligible for the payment will be recouped the full payment amount. No prorated payments are authorized.

h. Request an ETP

(1) The State IM will assist the Soldier in preparing an ETP request by ensuring all documents IAW Enclosure 14 are combined and submitted. ETP packet requires a G1/MILPO memo with a recommendation; if there is no recommendation, the ETP will be returned to the State.

(2) The Soldier must submit any related documents that support their request. If the Soldier provides the requested documents within 45 days, the IM will submit an ETP on behalf of the Soldier. The IM may allow the Soldier additional time to submit the required documents if it is determined that circumstances warrant it.

(3) If all supporting documentation required for submission of the ETP is in the Soldier's iPERMS, 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.

(4) The IM will submit and track the ETP request to HRM-I manually, by sending ETP request to ng.ncr.ngb-arng.mbx.arng-etps@army.mil. Each ETP will be considered on a case-by-case basis.

(5) 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 GIMS to the USPFO.

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

(7) States may track ETP submissions on the ETP Tracker found on HRM-I GKN at https://armyeitaas.sharepoint-mil.us/sites/ARNG-G1-HRM/Lists/HRMI%20ETP%20TRACKER/AllItems.aspx

i. Disposition of ETP

(1) Upon final adjudication of the ETP, the State IM will update GIMS, notify the Soldier of the results using the template in Enclosure 14, upload the determination in iPERMS under Name “Bonus Agreement” and Title “Approval or Disapproval Written Bonus Agreement”, and upload in GIMS.

(2) If the ETP was approved, the State IM will have the ability within GIMS to select “Return to Active Status” to move the contract back to an active status and release the hold on all payments.

(3) If the ETP was disapproved or disapproved but granting relief from recoupment, the State IM should update the termination data appropriately and continue processing the termination through Termination Review and Pending Due Process Returned bins including detailed remarks reference the ETP determination.

(4) Army Board for Correction of Military Records. If the Soldier is not satisfied with the final disposition of the ETP, or believes there is an error or injustice, the Soldier may file a claim with the ABCMR at https://actsonline.army.mil/gui/Login.aspx?ReturnUrl=%2f.

(5) Terminations that require a CMS case should follow guidance IAW Enclosure 10, Case Management System (CMS).

3. DISPOSITION OF INCENTIVES FOR MEDICAL SEPARATIONS

a. In accordance with Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Volume 7A, Chapter 2, Table 2-1, Rule 2, If a member under a written agreement for a pay or benefit incurs an injury or illness, through no misconduct of the member, that precludes the member from fulfilling the service conditions specified in the written agreement and the member is separated or retired for disability under 10 USC Chapter 61 and if such separation or retirement is for a disability incurred in the line of duty in a combat zone designated by the President of the United States or the Secretary of Defense, or in a combat-related operation designated by the Secretary of Defense, and/or involves a combat-related disability as defined in 10 USC 1413a(e) any unpaid pay will be paid to the member upon separation.

b. State IM will work directly with their State Medical office to determine the eligibility of final payment. Ensure no documentation is placed in GIMS that would violate the Health Insurance Portability and Accountability Act (HIPAA).

ENCLOSURE 9: OUT OF SERVICE (OOS)

1. OUT OF SERVICE PROCESSING FOR BONUS CONTRACTS

a. Out of Service references any claim involving prior uniformed service members who no longer have a visible Reserve Component Master Military Pay Account (RC-MMPA). (Separated greater than 365 days). If the Soldier has a visible RC-MMPA process IAW Enclosure 10. Under claims, packets can be categorized as Incentives Debt Packet (IDP) or Incentive Claim Packets (ICP).

(1) Incentive Debt Packets are for all SMs who do not have a visible RC-MMPA that require debt establishment.

(2) Incentive Claim Packets are for all SMs who do not have a visible RC-MMPA that are due an incentive payment from DFAS.

b. Incentive Debt Packet:

(1) The incentive debt packet will be submitted by the State IM. Once submitted, the record can be closed in GIMS IAW Enclosure 9, para 1e.

(2) Required Documents:

(a) Separation Order

(b) Copy of Enlistment/Re-enlistment document (DD Form 4, DA Form 4836)

(c) Bonus Addendum

(d) Termination Memo with due process

(e) ETP memo (if applicable)

(f) Debt Certification Statement (required) signed by USPFO (see Enclosure 14)

(g) Any related supporting documentation

(3) AskDFAS submission steps:

(a) Select https://corpweb1.dfas.mil/askDFAS/welcome.action

(b) Select “Debt and Claims Management”

(c) Select “Submit A Ticket”

(d) Select from Categories “Military Pay & Allowance Debts”

(e) Select from subcategories “Bonus Recoupment”

(f) Complete all the necessary information and upload all required documents. For tracking purposes, you can add additional email addresses.

(g) Upon completion, Select “Submit.” Ensure the Ticket Number, Access Link, and Passcode are saved and tracked to review status updates.

c. Incentive Claim Packet

(1) The incentive claim packet will be submitted by the Soldier. Once all information has been sent to the Soldier to submit the ICP, the record can be closed in GIMS IAW Enclosure 9, para 1e.

(2) Required Documents:

(a) Completed DD Form 827 for final payment including LOA information (SM signature is required) (see Enclosure 14)

(b) Separation Order

(c) Copy of Enlistment/Re-enlistment document (DD Form 4, DA Form 4836)

(d) Bonus Addendum

(e) Memo signed by the State IM that includes the Soldiers SSN, Branch of Svc, Date of Separation, Current Mailing Address, and Current Phone number (see Enclosure 14)

(3) AskDFAS submission steps (this can be completed by the Soldier or the State IM):

(a) Select https://corpweb1.dfas.mil/askDFAS/welcome.action

(b) Select “Debt and Claims Management”

(c) Select “Submit A Ticket”

(d) Select from Categories “Claims”

(e) Select from subcategories “Bonus”

(f) Complete all the necessary information and upload all required documents. For tracking purposes, you can add additional email addresses.

(g) Upon completion, Select “Submit.” Ensure the Ticket Number, Access Link, and Passcode are saved and tracked to review status updates.

d. Out of service (OOS) processing can occur with submission through CMS IAW Enclosure 10 or through AskDFAS https://corpweb1.dfas.mil/askDFAS/welcome.action

e. Once AskDFAS ticket or CMS case is submitted, the State IM will ACR the contract to status “contract complete” and cancel all remaining payments. If the case was in the CMS/OOS bins, click “Mark Complete” or “Termination Complete” to close the record.

2. OUT OF SERVICE PROCESSING FOR SLRP CONTRACTS

a. Out of service SLRP recipients that have turned in all required documents for open fiscal year payments can continue to process through GIMS as normal. Due to these payments being paid directly to the financial institution, there is no requirement for the Soldier to be in service or have a visible MMPA.

b. Out of service SLRP recipients that have not turned in required documents can be processed as follows:

(1) Send out of service Soldier a notification memo (see Enclosure 14) via United States Postal Service stating that they have 45 days to contact the State Incentive Management Office to process SLRP for payment. Upload Soldier notification memo into the GIMS under contract/document folder. If Soldier responds with appropriate documentation, then process payment. If Soldier does not respond within 45 days, then proceed to subparagraph 2.

(2) ACR the contract to status ‘contract complete’ in GIMS.

(3) Should a Soldier seek payment later, contract data in GIMS will need to be updated into an active status through an ACR for payment processing following closed year or open year guidance, whichever is applicable. For contracts issued in FY 25, follow Enclosure 3, paragraph 5a(2).

ENCLOSURE 10: CASE MANAGEMENT SYSTEM (CMS)

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

a. CMS is used by the Incentive Manager(s) to request corrections to Soldier pay records. These corrections include but are not limited to bonus master record MMPA corrections, RC-MMPA payments, establish debts, request CZTE reimbursement or adjusted W-2s, transactions for Soldiers assigned to the ING, and other actions as necessary. The RC-MMPA must be visible to process transactions, if RC-MMPA is not visible process IAW Enclosure 9.

b. CMS is not intended to be the first method to resolve issues with the pay records of a Soldier; it is intended to be the last resort. Transactions that can be processed in GIMS should be attempted fully prior to submitting a CMS case.

2. Obtaining a User ID and Password:

a. A DD Form 2875 (System Authorization Access Request) is not required to obtain access to the CMS system. Contact your Terminal Area Security Officer (TASO) in the Military Pay Office of the USPFO to request access per State requirements. Access is granted using the Account Management & Provisioning System (AMPS) website. AMPS can be accessed using the following link: https://prov.amps1.dla.mil/identity/faces/home. The roles required to use CMS to its full potential are DFAS CMS Prod – Army View Update CMS-019 and DFAS CMS Prod – Army Management CMS-070.

b. The Incentive Manager(s) will have access to the Incentive Manager inbox found under the USPFO unless otherwise directed by their USPFO.

c. Usernames and Passwords become "inactive" if not used after 30 days. This will require the unit TASO to reset the password for the user. Usernames and passwords are no longer used. CMS is fully functional using a CAC card. Accounts not logged into every 30 days will become "inactive" or "suspended". To bring the account back to an "active" status, please reach out to the TASO used to request the initial access.

d. Usernames and Passwords become "archived" after 90 days. This will require the user to re-submit a DD Form 2875. If a user account remains "inactive" or "suspended" for 60 days (total of 90 days with no activity), it will be "archived" or "deactivated". This means that the user will be required to resubmit a new user request should the access need reinstated.

3. CMS Case Types and Routing: CMS cases require specific information and documentation to be processed. These requirements can change at any time based on DFAS guidance. Overall, CMS cases are divided into two types: In Service and Out of Service. The overall type and sub-type of case determines what supporting documentation is required.

a. An In Service case is defined as a case in which the Soldier has a visible RC MMPA and the monies due to the Soldier or owed to DFAS are paid using the RC MMPA. On the DD Form 139, in the "To" block use address: ARNG-RMC-F, 8899 E 56th Street, Indianapolis, IN 46249.

b. An Out of Service case is defined as a case in which the Soldier is due payment or owes monies to DFAS using the RC MMPA, but it is no longer visible. On the DD Form 139, in the "To" block use address: DFAS-IN/JFEA, DCMO 3891, 8899 E 56th Street, Indianapolis, IN 46249. There are two instances where this could occur:

(1) Soldier has accessed into a position that uses an AC MMPA such as Title 32 AGR or Title 10 AGR which closes their RC MMPA.

(2) Soldier has left service due to ETS or transitioning to IRR, ING, or retirement and has no visible MMPA. This type of case will require the addition of the Soldier's last known Home of Record (HOR) and their Date of Separation (DOS) from service on the DD 139.

c. Both case types require comments from each level that reviews and/or actions the case. The comments should be short, concise, and direct. Explain exactly what needs to be corrected. Provide the information currently in the system attempting to be changed (primarily DJMS) and the information it needs to be changed too. Clarify on the DD Form 139 "All attempts to process required transactions in the system of record have been exhausted". This will prevent the case being returned for correction and promote a shorter processing time.

d. All cases that fall into this category are to be routed to the following inbox in CMS for review and DD Form 139 signature prior to being processed or sent to DFAS as necessary: Service / Army / National Guard / NGB-Financial Services Center / NGB SRIP Incentives.

4. CMS Case Supporting Documentation: Supporting documentation is required with all cases created in CMS. However, the required documentation will vary depending upon the reason for case submission. The most common supporting documentation needed for cases include but are not limited to:

a. DD Form 139 (unsigned with clear and concise explanation)

b. DD Form 214s

c. Relevant LESs

d. Enlistment Documentation

e. Incentive Addendum

f. DJMS screenshots

g. Termination notifications

h. Due process verification

i. ETP/ABCMR results

5. CZTE Cases: CZTE cases submitted in CMS have their own list of required documents. All CZTE cases are to be routed: Service / Army / National Guard / NGB-Financial Services Center / NGB SRIP Incentives. These cases also do NOT require the DD Form 139. The required documents for this type of case are:

a. A90 report (see local USPFO to pull from Corporate Electronic Document Management System (CEDMS) or DJMS [can be used if within last 12 months])

b. DA Form 4836

c. Full bonus contract or BRS-CP election form

d. Mobilization and/or TCS order (service member still in country)

e. DD Form 214 (service member stateside)

f. LES of incentive payment

6. CMS Case Timeline Completion: CMS cases can be a long process from submission to completion and can be dependent upon the complexity of the case. There is no standard timeline for processing these cases as many offices can be involved in the resolution for each case. The timeline starts from the day the state or territory submits the case to the NGB SRIP inbox. If a case has exceeded the timeline below, or assistance is needed to make the case a priority due to IG or Congressional involvement, please send an email with the case number in the subject line to the NGB CMS Assistance Mailbox: ng.ncr.ngb-arng.mbx.cms-case-assistance@army.mil.

a. Representative from HRM-I reviews the case submission for accuracy and completeness. Case is either processed locally, routed for further processing, or returned to the state or territory for corrections within 3-5 business days.

b. Representative from ARNG Resource Management Comptroller Division - Financial Services Center (RMC-F) reviews the case submission for accuracy and completeness if routed by HRM-I. Case is either routed for further processing or returned to the state or territory for corrections via the NGB SRIP inbox in approximately 14 business days.

c. Representative from DFAS reviews the case submission for accuracy and completeness. Case is either processed or returned to the state or territory for corrections via the NGB SRIP inbox in approximately 90 business days.

d. If a CMS case is returned at any level for any reason, the timeline starts over.

7. Common CMS Case Return Reasons: CMS cases can be returned for several reasons. Some of the most common reasons that cases are returned include but are not limited to:

a. Unclear comments about the request

b. Data mismatch within the request

c. Missing documentation

d. Personally Identifiable Information (PII) violations (uploading documentation into a case that does not belong to the Soldier)

e. Issue already resolved outside of CMS

f. DD Form 139 contains incorrect information

(1) Signed by state or territory representative

(2) Incorrect address on form (“To” block)

(3) Missing data in the explanation

(4) Amount mismatch at top and in explanation (“Amount” block and “Explanation” block)

g. Additional guidance from DFAS on a case-by-case basis

8. Recordkeeping: All Soldier records in the GIMS will have comments entered that clearly indicate the type of action, disposition, and the date completed. Documents must be uploaded in the Soldier's iPERMS.

a. All Soldier records, to include supporting documentation, will be stored in GIMS as the system of record. Supporting documentation will also be placed into the Soldier's iPERMS record as required to by applicable document matrix. Incentive Managers will document actions with clear and concise comments in GIMS. Type of action and date completed are already built into the transaction and will display in the history along with the detailed comments.

b. Incentive Managers will keep a local tracker of transactions submitted to HRM-I or DFAS. This tracker should include the necessary information to accurately track, verify, and validate that submissions have been completed. This tracker can be requested by HRM-I at any time and at a minimum should include the CMS case number, date submitted, action requested, action taken, date completed, and Soldier has received all applicable payments. State IM(s) should develop and maintain this tracker in conjunction with their local USPFO.

ENCLOSURE 11: MANUAL PROCESS

1. If GIMS is inoperable, or data within the system has not been updated properly, HRM-I (or the ARNG G-1) will provide guidance to State G-1s and State Incentive Managers (IM). States cannot function in a manual environment (including manual establishment and/or payment processing for incentives by the State USPFO) until approval by HRM-I (or the ARNG G1).

2. In a manual environment, it is important to recognize the separation of duties and responsibilities between the three levels of review: State IM, State 2nd Reviewer (for LRP only), and USPFO. These levels of review cannot be completed by the same individual or duty position.

3. The State Incentive Office is responsible for internal management controls established within their respective State. State Incentive Office internal controls must eliminate erroneous or fraudulent contracts from being issued and/or paid. It is imperative for the State IM(s) to properly evaluate, verify, accurately record, and be able to report all information and data concerning the entire process from issuance through payment of all incentives. In addition, the State IM is also responsible for keeping all supporting documentation on file until GIMS is fully operational and records can be manually input into the system. In a manual environment, the State IM must properly evaluate, verify, accurately record, and be able to report all information and data concerning the establishment and payment process.

4. The State IM(s) will work with their Recruiting and Retention Battalions to identify Soldiers who enlisted with incentives. This only applies for contracts issued through MEPS.

5. All other incentives will be required to be requested via Manual Incentive Request Form (published upon notification of manual processing) submitted to HRM-I. HRM-I will issue all bonus addendums assigning an “issuance number” to the top right of the addendum. HRM-I will maintain a tracker with the issuance number and all other details. Any addendums signed that do not have a valid issuance number will be considered invalid and potentially fraudulent contract.

6. Bonus establishments and payments will be processed IAW internal State SOPs manually to their USPFO. Templates for eligibility checklists and establishment and payment spreadsheets will be published upon notification of manual processing.

7. SLRP payments will be processed IAW internal State SOPs manually to their USPFO. Templates for eligibility checklists and payment spreadsheets will be published upon notification of manual processing. USPFO will be required to submit SLRP payments to HRM-I between the 10th and 15th of each month. Any payments

submitted outside of these dates will be returned and told to resubmit between the 10th and 15th of each month.

8. Any changes or updates to this guidance will be published immediately following a system outage or requirement of manual processing.

ENCLOSURE 12: GUIDANCE FOR CLOSED YEAR PROCESSING

1. IAW DoDFMR Volume 3, Chapter 10, 3.3 Closed/Cancelled Accounts, On September 30 of the fifth fiscal year (FY) after the period of availability for obligation of a fixed appropriation account ends, the account must be closed and any remaining balance (whether obligated or unobligated) in the account must be cancelled and thereafter is not available for obligation or expenditure for any purpose.

2. Open year is defined as five years plus the current FY. For example, the current FY is 2027, five years back is 2026, 2025, 2024, 2023, 2022, this makes FY 2021 a closed year. Open and closed years function on an FY cycle; it is not based on the Soldiers date of entitlement (DOE) or calendar year.

3. Once a payment has been identified as owed to the Soldier and they fall within a closed year, the following steps must take place.

a. The Soldier must be notified of their eligibility for the payment using the Barring Act Memo template (See Enclosure 14).

b. The Soldier must submit an Army Board for Corrections of Military Records (ABCMR) requesting the payment of those payments in a closed year.

c. Once the Soldier receives an approved ABCMR, the State Incentives Manager (IM) must complete the TAG concurrence memo for the ABCMR.

d. After the State IM has received the approved ABCMR and TAG concurrence memo, the State IM will create a closed year packet including the following documents:

(1) ABCMR Finding`s (including TAG Concurrence memo)

(2) Exception to policy (ETP) (If the SM had an approved ETP)

(3) Updated NSLDS`s (Required if requesting SLRP)

(4) DD Form 2475 (Required if requesting SLRP)

(5) Bonus/SLRP Addendum

(6) Payment Spreadsheet

e. The State IM will submit all required documents to the Closed Year inbox at NGB-HRMI-Closed-Year@army.mil

f. The closed year request will be routed through HRM-I and G8 to secure funding. Upon receipt of the closed year memo, it will indicate how to process approved payments. The State IM may need to work with their USPFO to properly process payments owed IAW G8 and HRM-I guidance.

ENCLOSURE 13: DISPOSITION OF INCENTIVES FOR A DECEASED MEMBER

1. Upon the death of a Soldier, all bonus entitlements due to the Soldier's beneficiary are processed by DFAS in coordination with the Casualty Assistance Office (CAO) and/or USPFO. The CAO and/or USPFO will determine eligibility of entitlement based on duty status. The State (Student Loan Repayment Program) SLRP Manager/Incentives 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.

a. Bonus contract(s) record must be completed in the Guard Incentive Management System (GIMS) as follows:

(1) 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.

(2) If the contract is in the termination process, submit an Administrative Corrections Request (ACR) to move the contract out of "Termination" status and into "Complete" status.

b. If the Soldier has an active bonus contract with outstanding payments remaining, address as follows:

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

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

2. 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.

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 Administrative Correction Request (ACR) requesting the contract be moved to “Pending Validation” status. Once the ACR is approved, the State SLRP Manager/IM must invalidate the contract.

ENCLOSURE 14: CHECKLISTS, FORMS, AND SAMPLE MEMOS

All documents in this Enclosure will be located for use in [ARNG G1 Operations Division - Documents - All Documents (sharepoint-mil.us)].

1. DD Form 2875 – System Authorization Access Request (SAAR)

DD Form 2875, System Authorization Access Request (SAAR)

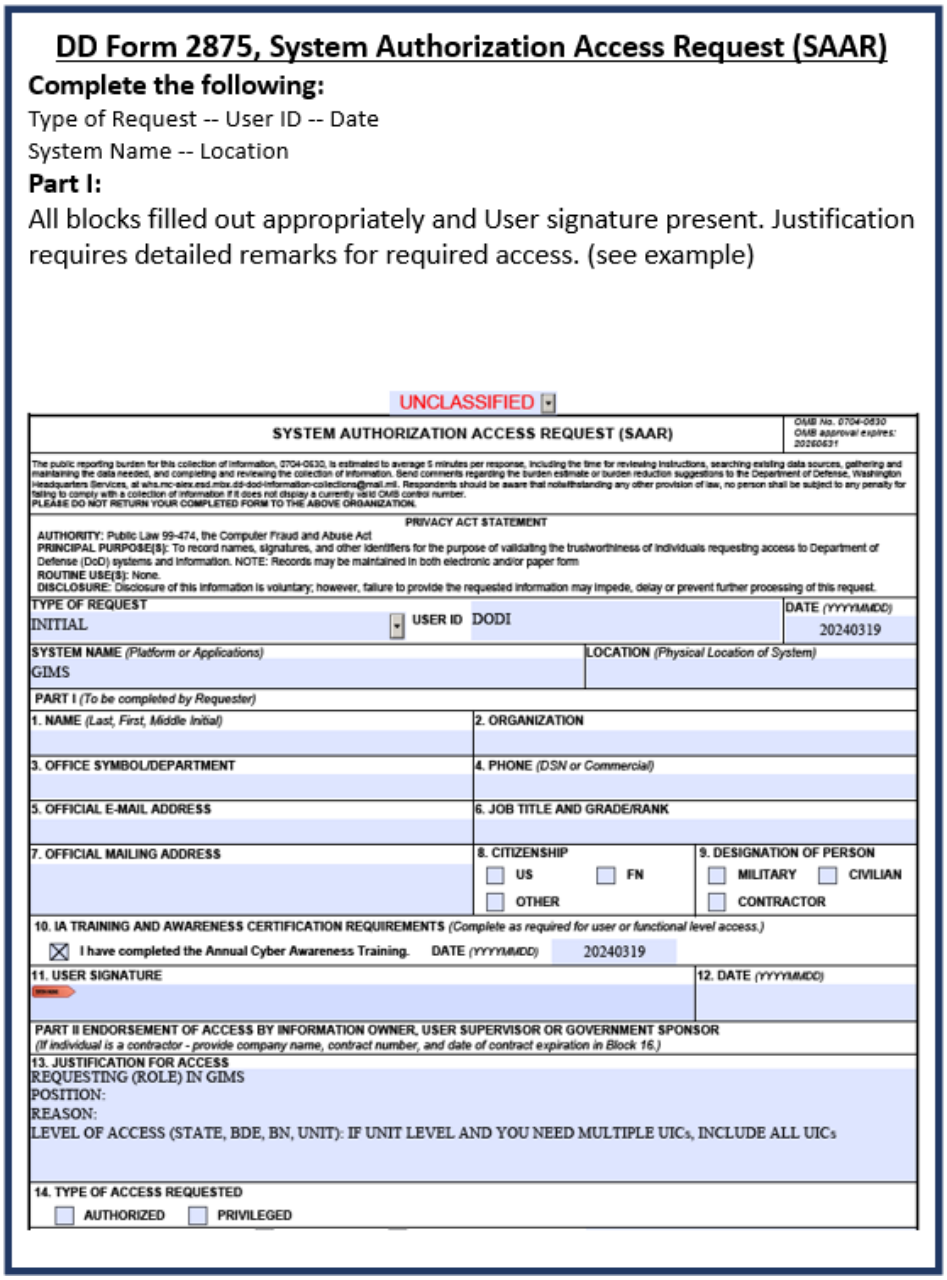
Complete the following:

Type of Request -- User ID -- Date

System Name -- Location

Part I:

All blocks filled out appropriately and User signature present. Justification requires detailed remarks for required access. (see example)



UNCLASSIFIED

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

OMB No. 0704-0630
OMB approval expires: 20260631

The public reporting burden for this collection of information, 0704-0630, is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.

PRIVACY ACT STATEMENT

AUTHORITY: Public Law 99-474, the Computer Fraud and Abuse Act
PRINCIPAL PURPOSE(S): To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form
ROUTINE USE(S): None.
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST	USER ID	DATE (YYYYMMDD)
INITIAL	DODI	20240319

SYSTEM NAME (Platform or Applications)	LOCATION (Physical Location of System)
GIMS	

PART I (To be completed by Requester)

1. NAME (Last, First, Middle Initial)	2. ORGANIZATION
3. OFFICE SYMBOL/DEPARTMENT	4. PHONE (DSN or Commercial)
5. OFFICIAL E-MAIL ADDRESS	6. JOB TITLE AND GRADE/RANK
7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP ☐ US ☐ FN ☐ OTHER / 9. DESIGNATION OF PERSON ☐ MILITARY ☐ CIVILIAN ☐ CONTRACTOR

10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)
☒ I have completed the Annual Cyber Awareness Training. DATE (YYYYMMDD) 20240319

11. USER SIGNATURE	12. DATE (YYYYMMDD)

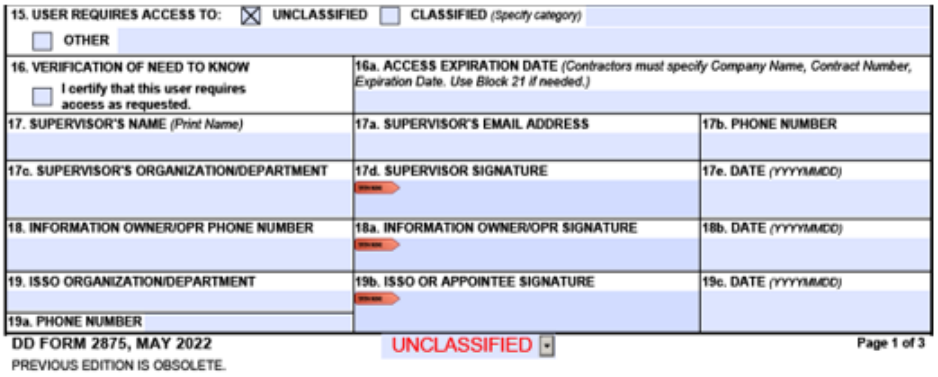
PART II ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR
(If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)

13. JUSTIFICATION FOR ACCESS
REQUESTING (ROLE) IN GIMS
POSITION:
REASON:
LEVEL OF ACCESS (STATE, BDE, BN, UNIT): IF UNIT LEVEL AND YOU NEED MULTIPLE UICs, INCLUDE ALL UICs

14. TYPE OF ACCESS REQUESTED
☐ AUTHORIZED ☐ PRIVILEGED

DD Form 2875, System Authorization Access Request (SAAR)

- DD Form 2875 is not complete until
  - Part I blocks 1-17 are complete
  - Part III blocks 22-26
  - The **FINAL** signature is block 18 Information Owner/Opr (the individual granting access will sign this).
- DD Form 2875 is **NOT** complete until fully complete and block 18 completed by the approval authority.
- DD Form 2875 will expire 1 year from Information Owner signature (block 18a) or 1 year from Cyber Awareness date whichever is earlier.



15. USER REQUIRES ACCESS TO: ☒ UNCLASSIFIED ☐ CLASSIFIED (Specify category) ☐ OTHER		
16. VERIFICATION OF NEED TO KNOW ☐ I certify that this user requires access as requested.	16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 21 if needed.)	
17. SUPERVISOR'S NAME (Print Name)	17a. SUPERVISOR'S EMAIL ADDRESS	17b. PHONE NUMBER
17c. SUPERVISOR'S ORGANIZATION/DEPARTMENT	17d. SUPERVISOR SIGNATURE	17e. DATE (YYYYMMDD)
18. INFORMATION OWNER/OPR PHONE NUMBER	18a. INFORMATION OWNER/OPR SIGNATURE	18b. DATE (YYYYMMDD)
19. ISSO ORGANIZATION/DEPARTMENT	19b. ISSO OR APPOINTEE SIGNATURE	19c. DATE (YYYYMMDD)
19a. PHONE NUMBER		

DD FORM 2875, MAY 2022 UNCLASSIFIED Page 1 of 3
PREVIOUS EDITION IS OBSOLETE.

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
22. TYPE OF INVESTIGATION		22a. INVESTIGATION DATE (YYYYMMDD)	
22b. CONTINUOUS EVALUATION (CE) ENROLLMENT DATE (YYYYMMDD)		22c. ACCESS LEVEL	
23. VERIFIED BY (Printed Name)	24. PHONE NUMBER	25. SECURITY MANAGER SIGNATURE	26. VERIFICATION DATE (YYYYMMDD)
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			

2. Sample Memo - Notification of Forfeiture of Loan Repayment Program (LRP) Payment

STATE LETTERHEAD

OFFICE SYMBOL DATE:

MEMORANDUM FOR LAST, FIRST (GRADE), XXX-XX-1234

SUBJECT: Notification of Forfeiture of Student Loan Repayment Program (SLRP) Payment

1. Soldiers contracted under the SLRP are required by regulation, published guidance, and their incentive agreement to request for repayment by signing a Department of Defense (DoD) Educational Loan Repayment Program (LRP) Annual Application, DD Form 2475, and providing the National Student Loan Data System (NSLDS) documentation of authorized eligible loan(s) in good standing for the annual performance period satisfactorily completed. It is the Soldier's responsibility to request repayment, as the ARNG does not enter into any agreement for the assumption of any loan. The Soldier can begin the request for repayment 90 days prior to and no greater than 365 days past their anniversary entitlement date.

2. You have been identified as not submitting the required documentation as stated within your incentive agreement within 365 days of the authorized annual entitlement date. Your annual payment will not be forfeited.

3. You may be eligible to request an exception to policy if you do not agree with the information above. You must submit this exception to policy request within 45 days of the payment being forfeited. For assistance in submitting an exception to policy request, please contact your unit representative, unit career counselor, or State Incentive Manager.

4. Point of contract for this memo is **STATE INCENTIVE MANAGER.**

NAME
RANK
State Incentive Manager

3. Sample Memo - LRP Payment Forfeiture Soldier's Memo

To whom it may concern,

I, SPC John Smith, am requesting my forfeited SLRP payment be reconsidered for payment. I was unable to submit my SLRP documentation in the timeframe required because **(REASON).** I have completed all other requirements and submitted updated DD Form 2475 and NSLDS documents. Please let me know if you need anything else from me or my chain of command.

Service Members Signature

4. DA Form 4856- Developmental Counseling Form (Termination Notification)

DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name *(Last, First, MI)*	Rank/Grade	Date of Counseling

Organization	Name and Title of Counselor

PART II - BACKGROUND INFORMATION

Purpose of Counseling: *(Leader states the reason for the counseling, e.g. Performance/Professional/Event-Oriented counseling, and include the leader's facts and observations prior to the counseling.)*

Approach: ☐ Non Directive ☐ Combined ☐ Directive

Type of Counseling: ☑ General Form ☐ Professional Growth ☐ Performance ☐ Event Oriented

Notification of Incentive Discrepancy and Exception to Policy Process

PART III - SUMMARY OF COUNSELING
Complete this section during or immediately subsequent to counseling.

Key Points Discussion:

Your [type (NP, PS, etc)] incentive agreement is being terminated for the following reason(s):

[Reason (s) for the incentive agreement being terminated]

Based on the information above this would result in [final payment of $xxx, repayment of $xxx].

You may be eligible to request an exception to policy if you do not agree with the information above. You must submit this exception to policy request within 45 days of this correspondence. For assistance in submitting an exception to policy request, please contact your unit representative, unit career counselor, or State Incentive Manager.

Failure to submit an exception to policy within 45 days will result in immediate termination of your incentive.

5. Sample Memo - Notification of Incentive Discrepancy and Exception to Policy Process

STATE LETTERHEAD

OFFICE SYMBOL DATE:

MEMORANDUM FOR LAST, FIRST (GRADE), XXX-XX-1234

SUBJECT: Notification of Incentive Discrepancy and Exception to Policy Process

1. Your **[type (NP, PS, etc)]** incentive agreement is being terminated for the following reason(s):

[Reason (s) for the incentive agreement being terminated]

2. Based on the information above this would result in **[final payment of $xxx, repayment of $xxx]**.

3. You may be eligible to request an exception to policy if you do not agree with the information above. You must submit this exception to policy request within 45 days of this correspondence. For assistance in submitting an exception to policy request, please contact your unit representative, unit career counselor, or State Incentive Manager.

4. Failure to submit an exception to policy within 45 days will result in immediate termination of your incentive.

5. Point of contract for this memo is **STATE INCENTIVE MANAGER.**

NAME
RANK
State Incentive Manager

6. ETP Summary Sheet

ARMY NATIONAL GUARD INCENTIVES EXCEPTION TO POLICY SUMMARY SHEET

STATE

LAST NAME FIRST NAME M.I. (NO COMMAS/PERIODS)	RANK	STATE	INCENTIVE	SERVICE OBLIGATION	CONTRACT AMOUNT
	PV1	AL			

CONTRACTED UIC:

CHECKLIST	
G1 MEMO	☐
SOLDIER STATEMENT	☐
BONUS ADDENDUM	☐
DA 4836 (if applicable)	☐
DD-4 (if applicable)	☐
BONUS REQUEST FORM (if applicable)	☐
SUPPORTING DOCUMENTS	☐

CONTRACT DETAILS	
CONTRACT SIGNATURE DATE:	
CONTRACT START DATE:	
CONTRACT END DATE:	
AMOUNT PAID TO DATE:	
CONTRACTED MOS:	
CURRENT MOS:	
CONTRACT VIOLATION(S):	
ASSOCIATED POLICIES:	

7. 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 (ETP) Result

1. Your ETP request has been reviewed by the National Guard Bureau (NGB). The results of that review are enclosed.

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 in accordance with your payment schedule and the ETP provided you remain eligible for payment.

3. If your ETP determination requires termination without recoupment of your incentive, the incentive will be terminated and the issue is considered resolved.

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.

5. Point of contract for this memo is **STATE INCENTIVE MANAGER.**

NAME
RANK
State Incentive Manager

8. Debt certification statement

DEBT CERTIFICATION STATEMENT

Pursuant to *Title 28, United States Code, Section 1746*, I certify under the penalty of perjury that to the best of my knowledge and belief that the debts submitted herewith are delinquent, valid and legally enforceable in the amounts stated. The debts are not subject to any circumstances that legally preclude or bar collection, including collection by offset. The debtor has been afforded all due process rights, including notification and an opportunity for review under 31, U.S.C. 3716. Records available do not show that any debtor owing a debt has filed for bankruptcy protection.

_____ _____
Date Signature of Debt Certifying Official

Print Name:_____

Title:_____

Office Symbol:_____

PREPARATION AND SUBMISSION INSTRUCTIONS

REQUIRED SIGNATORY: The submitting office's director, deputy director, or designee.

MANUAL DEBT SUBMISSION: Prepare and send a copy of the Certification Statement along with each manual submission of debts.

ELECTRONIC DEBT SUBMISSION: Prepare and mail a copy of the Certification Statement to cover the electronic submission of debts to: DCMO, DFAS-IN, Department 3300 (ATTN: Debt Establishment), 8899 E. 56th Street, Indianapolis, IN 46249-3300. Prepare and mail a new Certification Statement whenever the signatory changes. For those periodic electronic debt submissions when it is not necessary to reissue and mail a paper copy Certification Statement (i.e., no change in signatory), e-mail the Certification Statement to cover the electronically transmitted debts. Contact DCMO to obtain the current e-mail address for submission of e-mailed certifications.

3-40

9. DD Form 827 – Application for Arrears in Pay

APPLICATION FOR ARREARS IN PAY
(FOR SERVICE IN THE ARMED FORCES OF THE UNITED STATES)

INSTRUCTIONS

SUBMIT IN TRIPLICATE. TYPE OR PRINT. Form for use of service members, former service members, or legal representatives of incompetent members, in claiming arrears of pay, etc., believed to be due. Claimant fills out Items 1-7. Disbursing/Finance Officer fills out Item 8.

PRIVACY ACT STATEMENT

AUTHORITY: GAO Manual, Title 2, Section 5, (Revised 1978); and 5 U.S. Code 301.
PRINCIPAL PURPOSE: Supports claim to Finance Center for pay which cannot be supported by local records.
ROUTINE USES: Claims are submitted because local records are incomplete, or member is separated, or will be separated before missing information can be obtained; or supporting documents are lost; or legislation or administrative decision creates retroactive entitlement which cannot be paid locally.
DISCLOSURE: Voluntary. Claim initiated by member is only basis for payment.

WARNING

WHOEVER MAKES OR PRESENTS TO ANY PERSON OR OFFICER IN THE CIVIL, MILITARY OR NAVAL SERVICE OF THE UNITED STATES, OR ANY DEPARTMENT OR AGENCY THEREOF, ANY CLAIM UPON OR AGAINST THE UNITED STATES, OR ANY DEPARTMENT OR AGENCY THEREOF, KNOWING SUCH CLAIM TO BE FALSE, FICTITIOUS OR FRAUDULENT, WILL BE FINED NOT MORE THAN $10,000 OR IMPRISONED NOT MORE THAN FIVE YEARS, OR BOTH. (62 Stat. 698) (18 U.S. Code 287)

1. CLAIMANT DATA

a. NAME *(Last, First, Middle Initial)*	b. SOCIAL SECURITY NUMBER	c. PAY GRADE	d. RANK
Smith, John F	999-99-9999	E-4	SPC

e. SIGNATURE	f. DATE SIGNED *(YYYYMMDD)*	g. MAILING ADDRESS *(Street, PO Box, City, State, Zip Code)*
	20240922	111 Rusty Road Kalamazoo, IN 03456

2. PERIOD FOR WHICH ARREARS ARE BELIEVED TO BE DUE FROM THE U.S.		3. CLAIMANT SERVED IN *(X one)*
a. FROM *(YYYYMMDD)*	b. TO *(YYYYMMDD)*	[X] ARMY
20120603	20170101	[ ] NAVY
4. LAST DATE ENLISTED/ENTERED ON ACTIVE DUTY *(YYYYMMDD)*	5. LAST DATE DISCHARGED/RELEASED FROM ACTIVE DUTY *(YYYYMMDD)*	[ ] AIR FORCE
20170101	20170101	[ ] MARINE CORPS
6. PLACE OF DISCHARGE *(City, State)*		[ ] COAST GUARD
Kalamazoo, IN 03456		

7. FACTS AND CIRCUMSTANCES ON WHICH CLAIM IS BASED *(State in sufficient detail to give a clear understanding. Continue on reverse side if additional space is needed.)*

Per NGB SRIP policy and signed incentive agreement, Reenlistment bonus contract for NAME (LAST 4) is required to be terminated, effective 20171214, due to REASON. Termination will result in a final payment of $4,000.

PAYMENT FY: PAYMENT APC: PAYMENT APE: PAYMENT FUNCTIONAL AREA:

8. DISBURSING/FINANCE OFFICER *(Complete only if claimant is on active duty. Continue on reverse side if additional space is needed.)*

10. Sample Memo - Incentive Claim Process memo

STATE LETTERHEAD

OFFICE SYMBOL DATE:

MEMORANDUM FOR RECORD

SUBJECT: Incentive Claims Packet (ICP) LAST, FIRST (GRADE), XXX-XX-1234

1. **SOLDIER NAME** was enlisted in the **STATE** Army National Guard (ARNG) and is part of the Guard's Selective Reserve Incentive Program.

2. **SOLDIER NAME** reenlisted for **NUMBER OF YEARS** on **CONTRACT START DATE** and the contract was terminated on **TERMINATION DATE** due to **TERMINATION REASON.** The Soldier is entitled to a prorated amount of **$XXXX.**

3. Service Members information:

a. Mailing Address:

b. Phone Number:

4. Point of contract for this memo is **STATE INCENTIVE MANAGER.**

NAME
RANK
State Incentive Manager

11. Sample Memo - SLRP payments for OOS

STATE LETTERHEAD

OFFICE SYMBOL DATE:

MEMORANDUM FOR LAST, FIRST (GRADE), XXX-XX-1234, Soldier Address

SUBJECT: Student Loan Repayment Program (SLRP) Payments for Out of Service Soldier

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 on the enclosed DD Form 2475 with a copy of your National Student Loan Data System (NSLDS) Detailed and Summary Sheet dated within 30 days of this notification letter.

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 DD Form 2475 and NSLDS summary and detailed loan sheets dated within 30 days of this notification letter to **(INSERT STATE IM ADDRESS/EMAIL).**

3. If there is no response in the required timeframe, the contract will be marked complete. A written request will have to be initiated prior to any future payments being processed after the suspense date has passed.

4. Point of contract for this memo is **STATE INCENTIVE MANAGER.**

NAME
RANK
State Incentive Manager

12. Sample Memo - Barring Act Memo

STATE LETTERHEAD

OFFICE SYMBOL DATE:

MEMORANDUM FOR LAST, FIRST (GRADE), XXX-XX-1234, ADDRESS

SUBJECT: Notification of Potential Entitlement to Incentive Payment(s)

1. A recent review of your record in the Guard Incentive Management System (GIMS) determined you may not have received your incentive in its entirety prior to your separation from the Army National Guard. The incentive contract information regarding this notification is as follows:

Bonus Type:
Control Number:

2. To process your request for payment, you must file a claim with the Army Board for Correction of Military Records (ABCMR) using the Army Review Boards Agency (ARBA) Case Tracking System (ACTS) Online at https://actsonline.army.mil.

3. The Incentive Claim Packet (ICP) consists of the following documents:

Enlistment documents (DD4 or DA4836)
Bonus Addendum
Discharge Orders
DD214 or NGB 22

4. All service documents are in your Army Military Human Resources Record (AMHRR) and can be viewed by registering at: https//www.ebenefits.va.gov/ebenefits/homepage

5. Point of contract for this memo is **STATE INCENTIVE MANAGER.**

NAME
RANK
State Incentive Manager

13. Sample Memo – The Adjutant General (TAG) Concurrence Memo for Army Board for Correction of Military Records (ABCMR) determinations

STATE LETTERHEAD

OFFICE SYMBOL DATE:

MEMORANDUM FOR Chief, National Guard Bureau (ARNG-HRH-A), 111 South George Mason Drive, Arlington, VA 22204-1382

SUBJECT: The Adjutant General's Determination of Army Board for Correction of Military Records (ABCMR) Case XXXXXXXX (Last, First, MI)

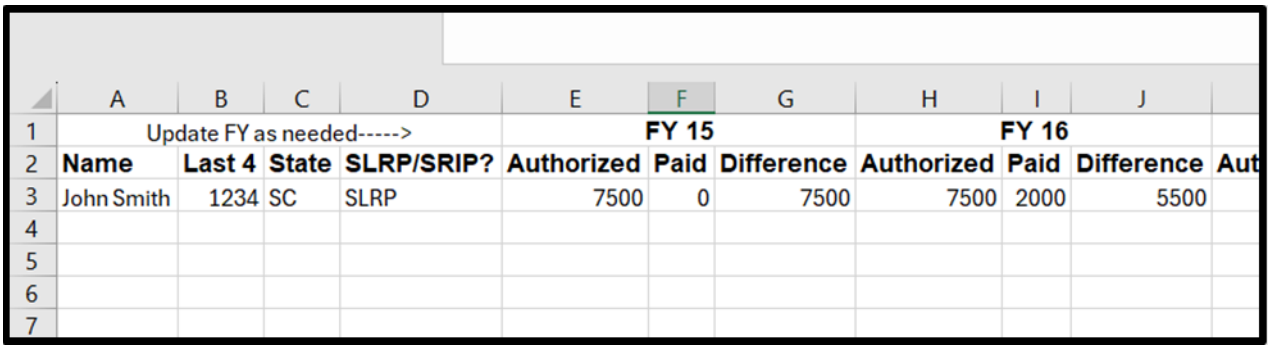
1. Reference the enclosed ABCMR proceedings, recommendation, and findings for case XXXXXXXX in reference to Rank, Last, First, MI.

2. I approve the ABCMR board's recommendations and findings. I request that NGB, Defense Finance and Accounting Service (DFAS), and any other applicable agency take the appropriate action to pay Rank, Last, First, MI his/her incentive type.

3. Point of contact for this memorandum.

NAME
RANK
Adjutant General

14. Payment Spreadsheet for Closed Year Payment Request



	A	B	C	D	E	F	G	H	I	J	
1	Update FY as needed----->				FY 15			FY 16			
2	**Name**	**Last 4**	**State**	**SLRP/SRIP?**	**Authorized**	**Paid**	**Difference**	**Authorized**	**Paid**	**Difference**	**Aut**
3	John Smith	1234	SC	SLRP	7500	0	7500	7500	2000	5500	
4											
5											
6											
7											

15. Incentives Request Form

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

NGB Only
Bonus Control #:
LRP Control #:

INCENTIVES REQUEST FORM

Service Member's Information

Name: _____ Last 4: _____
(*Last, First, Middle*)

Bonus Program Requesting: _____

LRP Program Requesting: _____

Personnel completing this form need to check the appropriate eligibility rules established by Army National Guard (ARNG) Selected Reserve Incentive Program (SRIP) Fiscal Year (FY) 2026 Policy.

VCN: _____ **MOS:** _____ **Par/Lin:** _____
(Input the Vacancy Number, MOS and Paragraph/Line that Service Member will be contracting for)

STATE AFFILIATION: _____
(State SM is going to.)

UIC: _____ **UNIT NAME:** _____
(Input UIC and unit name Service Member will be contracting into)

UNIT ADDRESS: _____
(Full address of gaining unit)

Pay Grade/Rank: _____
(Input Pay Grade/Rank Service Member currently holds)

PEBD: _____
(Input Service Members Pay Entry Base Date (PEBD))

Current ETS: _____ **Number of Days until ETS:** _____
(Input current ETS and the number of days from date request form is completed to ETS)

TRANSITION DATE FROM POST: _____

Projected Contract Signature Date: _____

1 October 2025

16. DD FORM 368 – REQUEST FOR CONDITIONAL RELEASE

The DD Form 368 Request for Conditional Release is used to process individuals either in an active status of the Selected Reserve to transfer to another military component or assigned to the Individual Ready Reserve (IRR) and requestion assignment to an active status in the Selected Reserves.

a. In accordance with AR 601-210, paragraph 10-5, b(4), Soldiers in an active Selected Reserve status while transferring to the ARNG on a DA Form 368 are not eligible to contract for an incentive.

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

ENCLOSURE 15: SRIP MATRIX

FY27-01 SRIP Matrix

Incentive Type	Amount	AFQT			Term of Service		Ed Level	Critical Skill Requirement	Vacancy Management Tier Level T1-T7	Time In Service	Grade Requirements	Incentive Combinations		
		Not Req	≥ 31	≥ 50	3- Year	6- Year	Tier 1					SURP	OP	MGIB-SR Kicker *(Note 2)
NPSEB T1	25K		X			X	X	State LD Lists Quarterly	T1	N	E1-E4	N	N	Y
NPSEB T2	12.5K		X			X	X	State LD Lists Quarterly	T2	N	E1-E4	N	Y	Y
NPSEB T3	8,333		X				X	State LD Lists Quarterly	T3	N	E1-E4	N	Y	Y
NPSEBT4	6,250		X				X	State LD Lists Quarterly	T4	N	E1-E4	N	Y	Y
OH Peak (OP)	2.5k		X		X		X		T1-T7	N	E1-E4	N	N/A	N
PSEB DMOSQ	20K		X			X			T1-T7	<16 Years	E3-E7	N	N/A	Y
PSEB DMOSQ	5K		X		X				T1-T7	<16 Years	E3-E7	N	N/A	N
PSEB NDMOSQ	7.5K		X			X			T1-T7	<16 Years	E3-E7	N	N/A	N
EAB DMOSQ	10K	X			X			EAB QS List and/or State QS/LD List	T1-T2	<16 Years	E3-E7	N	N/A	N
REB DMOSQ Legacy (Note 1)		X			X					<13 Years 1 month	E4-E7	N	N/A	N
REB DMOSQ BRS (Note 1)	10K	X			X					5-6 Years 1 month	E4-E7	N	N/A	N
REB (SF 18 Series)	10K	X			X				T1-T7	<15 Years 1 month	E6-E7	N/A	N/A	N
NPS SLRP	Up to 50K			X		X	X		T1-T7	N	E1-E4	N/A	N	Y
09S NPS SLRP	Up to 50K			X		X	X		T1-T7	N	E1-E4	N/A	N	N
PS SLRP (DMOSQ)	Up to 50K	X				X			T1-T7	<16 Years	E3-E7	N/A	N/A	Y
09S PS SLRP	Up to 50K			X		X	X		T1-T7	<16 Years	E3-E6	N/A	N/A	N
Current ARNG Member SLRP (DMOSQ)	Up to 50K	X				X			T1-T7	<16 Years	E3-E7	N/A	N/A	Y
Enlisted Affiliation SLRP (DMOSQ)		X				X			T1-T7	<16 Years	E3-E7	N/A	N/A	Y
CLRP	Up to 20K	X			X			56A Only	T1-T7	N	N	N/A	N/A	N
79T AGR REB	4.5K	X			X			79T AGR Prod. Recruiter		<13 Years AFS	E6-E7	N	N/A	N
MOSCB	10K	X			X					<12 Years	E1-E6	N	N/A	N

SUSPENDED

Incentive Type	Amount	AFQT			Term of Service		Ed Level	Critical Skill Requirement	Vacancy Management Tier Level T1-T7	Time In Service	Grade Requirements	Incentive Combinations		
		Not Req	≥ 31	≥50	3- Year	6- Year	Tier 1					SURP	OP	MGIB-SR Kicker
OAB (suspended 09 Aug 21)	10K	X				X		Critical Skill AOC	T1	<15 years	O1-O2	N/A	N/A	N/A
WOAB (suspended 09 Aug 21)	20K	X				X		Critical Skill AOC	T1	<15 years	WO1-WO2	N/A	N/A	N/A
OAFB/WOAFB (suspended 09 Aug 21)	10K	X			X	X		Critical Skill AOC	T1	<15 years	O2-O4/CW2-CW4	N	N	N/A
ORB/WORB (suspended 09 Aug 21)	20K	X			X					<16 years	N	N/A	N/A	N/A

SPECIAL NOTES
1. REB requires DMOSQ unless due to unit deactivation, unit relocation, unit transition, or cross-leveled for deployment.
2. *See Voluntary Education (VOLED) Policy for MGIB Kicker Eligibility Criteria.

SPECIAL NOTES

KEY
X= Applies
Y= Yes
N= No
N/A= Not Applicable

ENCLOSURE 16: INCENTIVE ELIGIBILITY and AUTHORIZED AMOUNTS

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

2. Tier Level Scoring. The Tier level scoring system evaluates a unit's need to fill a valid vacancy per the Order of Merit List (OML) generated monthly. Scores are based on Military Occupation Specialty (MOS) fill rates at the National, State and unit levels.

a. To qualify, an applicant must:

(1) Contract for a vacancy listed on the ARNG State Vacancy Order of Merit List (OML) list Tier level one through four.

(2) Attain an ASVAB Test Score Category (TSC) I-IIIB; reference AR 601-210, para 2-8d.

(3) Meet/possess Education Level Tier 1; AR 601-210, para 2-7c

(4) Access as a Skill Level 1 (grade E-1 through E-4); AR 601-210, para 2-7c

(5) Successfully complete the English-Speaking Language (ESL) program, if enlisting through the 09C program.

b. Not authorized:

(1) Individuals categorized as GNPS

(2) Individuals in the Recruit Force Pool

(3) Individuals accessed in 09R, 09S, 09W Enlistment Options

(4) Soldiers categorized as 09M or on AD under enlistment Option 26

c. Amount and How Paid:

(1) NPSEB amounts are based upon Tier Level per the table: (REQUEST Code)

NPSEB Tier Levels		
Tier Level 1	($25,000)	NP25K6YR
Tier Level 2	($12,500)	NP12.5K6YR
Tier Level 3	($8,330)	NP8.33K6YR
Tier Level 4	($6,250)	NP6.25K6YR

(a) Minimum six-year commitment

(b) Payments are issued in installments (Initial 50% upon award of MOS and an equal disbursed amount from the remaining 50% on the anniversary date of MOSQ for each year meeting satisfactory performance and readiness requirements (reference AR135-91). A Soldier must perform satisfactorily during each anniversary year to receive all payments. An anniversary payment can be excluded (forfeited/cancelled) from receipt at any time for non-satisfactory participation with no authorized recourse to receive the forfeited payment.

d. Combination: May be combined with Non-Prior Service Off Peak Bonus not to exceed $25K. May also be combined with the MGIB-SR Kicker. See VOLED Policy for MGIB-SR Kicker eligibility requirements.

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

a. To qualify, an applicant must:

(1) Contract for a Tier 2-4 level incentive and have a RECSTA start date of 1 October through 10 May within the same fiscal year as Date of Enlistment (DOE).

(2) Attain an ASVAB TSC I-IIIB; reference AR 601-210, para 2-8d.

(3) Meet/possess Education Level Tier 1; AR 601-210, para 2-7c.

(4) Access as a Skill Level 1 (grade E-1 through E-4); AR 601-210, para 2-7c.

(5) Must be standard training reservation.

b. Not authorized:

(1) Individuals categorized as GNPS

(2) Individuals in the Recruit Force Pool

(3) Individuals accessed in 09C, 09M, 09R, 09S, 09W Enlistment Options

(4) Not based on the Future Soldiers RECSTA date or the ESL RECSTA date

c. Amount and How Paid:

(1) <u>NPSEB OP $2.5K (REQUEST Code OFFPK2.5K)</u>

(a) Minimum three-year commitment
(b) Payment is processed as lump sum of $2,500 upon award of MOS.

d. Combination: May be combined with a Tier 2-4 level NPSEB incentive not to exceed $25K in this policy. May also be combined with the MGIB-SR Kicker. See VOLED Policy for MGIB-SR Kicker eligibility requirements.

4. The Prior Service Enlistment Bonus (PSEB)

a. To qualify an applicant must:

(1) Pay Grade E-3 through E-7.

(2) Have an ASVAB TSC I-IIIB (31 or higher); reference AR 601-210, para 2-8d.

(3) All prior service periods served under Honorable conditions (General under Honorable conditions ineligible).

(4) Must contract for an MOS on the State Vacancy OML tiers I-IV.

(5) Less than 16 years total military service (total military service includes inactive Reserve time in the IRR or ING).

(6) Has not previously received an enlistment bonus (including the Non-Prior Service/Prior Service) and/or the Off-Peak Bonus.

(7) Soldiers previously awarded an Army MOS and only require Basic Combat Training (BCT) (due to extended break in service) are considered DMOSQ; however, may not receive payment until completion of BCT. BCT must be completed within 12 months of the date of enlistment (DOE).

(8) Have the authorized MOS line scores for which the contract is being issued if Non- Duty Military Occupational Specialty Qualified (NDMOSQ).

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

b. Not authorized:

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

(2) Soldiers whose last separation period was from Active Duty (not AGR or mobilized under Title 10/Title 32 orders) and processing through the transition office or

from the Individual Ready Reserve (IRR) after release from Active Duty as last discharge. (See Enlisted Affiliation Bonus)

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

(4) Individuals in an active Selected Reserve (SELRES) status requesting a conditional release on DD Form 368 (Request for Conditional Release). **(Does not apply to Marine to Guard enlistees)**

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

c. Amount and How Paid:

(1) PSEB DMOSQ $20K (REQUEST code PS20K6YP)

(a) Minimum six-year commitment.

(b) Payments are issued in installments (Initial 50% upon MOS verification and an equal disbursed amount from the remaining 50% on the anniversary date established by date of enlistment for each year meeting satisfactory performance and readiness requirements (reference AR135-91). A Soldier must perform satisfactorily during each anniversary year to receive all payments. An anniversary payment can be excluded (forfeited/cancelled) from receipt at any time for non-satisfactory participation with no authorized recourse to receive the cancelled payment.

(2) PSEB DMOSQ $5K (REQUEST code PS5K3YP)

(a) Minimum three-year commitment

(b) Payments are issued in installments (Initial 50% upon MOS verification and an equal disbursed amount from the remaining 50% on the anniversary date established by date of enlistment for each year meeting satisfactory performance and readiness requirements (reference AR135-91). A Soldier must perform satisfactorily during each anniversary year to receive all payments. An anniversary payment can be excluded (forfeited/cancelled) from receipt at any time for non-satisfactory participation with no authorized recourse to receive the cancelled payment.

(3) PSEB DMOSQ $20K (REQUEST code PS5K3YP)

(a) Minimum six-year commitment

(b) Payments are issued in installments (Initial 50% upon MOS verification and an equal disbursed amount from the remaining 50% on the anniversary date

established by date of enlistment for each year meeting satisfactory performance and readiness requirements (reference AR135-91). A Soldier must perform satisfactorily during each anniversary year to receive all payments. An anniversary payment can be excluded (forfeited/cancelled) from receipt at any time for non-satisfactory participation with no authorized recourse to receive the cancelled payment

(4) PSEB Non-DMOSQ $7.5K (REQUEST code PS7.5K6YP)

(a) Minimum six-year commitment

(b) Payments are issued in installments (Initial 50% upon award of MOS and an equal disbursed amount from the remaining 50% on the anniversary date of MOSQ for each year meeting satisfactory performance and readiness requirements (reference AR135-91). A Soldier must perform satisfactorily during each anniversary year to receive all payments. An anniversary payment can be excluded (forfeited/cancelled) from receipt at any time for non-satisfactory participation with no authorized recourse to receive the cancelled payment.

d. Combination: May not be combined with any other incentive in this policy. May be combined with the MGIB-SR Kicker. See VOLED Policy for MGIB-SR Kicker eligibility requirements.

5. The Enlisted Affiliation Bonus (EAB)

a. To qualify an applicant must:

(1) Pay Grade E-3 through E-7

(2) All prior service periods served under Honorable conditions (General under Honorable conditions ineligible)

(3) Less than 16 years total military service (total military service includes inactive Reserve time in the IRR or ING) on contract start date

(4) Must contract for an MOS on the State Vacancy OML in tiers I-IV.

(5) Prior Service Soldier who has last discharge period from active duty with direct transfer to or currently in the IRR

(6) Soldier must be within 180 days of Regular Army ETS (RCCC only).

b. Not authorized:

(1) Prior Service Soldiers whose last period of service was not on active-duty. (See PSEB)

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

c. Amount and How Paid:

(1) EAB DMOSQ $10K (REQUEST Code EAB10K3YQ).

(a) Minimum three-year commitment, Additionally, all criteria for this incentive type as outlined in AR 601-210, para 10-15a must be met.

(b) Payment is processed in a lump sum 180 days from contract start date and upon verification of award of MOS.

d. Combination: May not be combined with any other incentive in this policy. May be combined with the MGIB-SR Kicker. See VOLED Policy for MGIB-SR Kicker eligibility requirements.

6. The Reenlistment/Extension Bonus (REB):

a. Soldier must meet all eligibility on contract signature date unless otherwise stated in this policy. On contract start date the Soldier must adhere to all requirements under Continued Receipt, Suspension, and Termination Rules IAW with this policy and their bonus addendum.

b. To qualify, a Soldier must:

(1) Contract Duty MOS qualified unless due to unit deactivation, unit relocation, unit transition, or cross-leveled for deployment (includes DMOSQ in 00F and 00D positions if in accordance with NGR 600-200, Chapter 2).

(2) Less than 13 years and one-month time in service on contract start date if **enrolled in the High 36 Retirement System (Legacy)**

(3) No less than 5 years and no more than 6 years and 1 month time in service on contract start if **enrolled in the Blended Retirement System (BRS).**

(4) Pay grade E-4 through E-7

(5) Has been a satisfactory participant for 3 months preceding the reenlistment or extension.

c. Not authorized:

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

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

(3) Soldiers who have accrued one or more unexcused absences in the 3 months preceding reenlistment or extension is not eligible for the REB.

(4) Soldiers who are reenlisting/extending to qualify for or be retained in a full-time military technician position unless the Soldier is DMOSQ DSMT mobilized/ deployed to a CZTE area.

d. Amount and How Paid:

(1) REB DMOSQ 10K

(a) Minimum three-year commitment

(b) Payment is processed in a lump sum within 30 days of contract start date (one day after current ETS) subject to verification of eligibility in GIMS.

e. Combination: May not be combined with any other incentive in this policy. May be combined with the MGIB-SR Kicker. See VOLED Policy for MGIB-SR Kicker eligibility requirements.

7. The Special Forces (SF) (18CMF) Selective Retention Bonus:

a. Soldier must meet all eligibility on contract signature date unless otherwise stated in this policy. On contract start date the Soldier must adhere to all requirements under Continued Receipt, Suspension, and Termination Rules IAW with this policy and their bonus addendum.

b. To qualify, a Soldier must:

(1) Contract Duty MOS qualified (18CMF).

(2) Pay Grade E-6 to E7

(3) Less than 15 years and one-month time in service on contract start date.

(4) Fill a valid vacant position within the SF UIC’s

(5) Has been a satisfactory participant for 3 months preceding the reenlistment or extension.

c. Not authorized:

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

(2) Soldiers who are Non-DMOSQ (18CMF)

(3) Soldiers who have accrued one or more unexcused absences in the 3 months preceding reenlistment or extension are not eligible for the REB.

d. Amount and How Paid:

(1) SF REB 10K

(a) Minimum three-year commitment

(b) Payment is processed in a lump sum within 30 days of contract start date (one day after current ETS) subject to verification of eligibility in GIMS.

(2) Combination: May not be combined with any other incentive in this policy. May be combined with the MGIB-SR Kicker. See VOLED Policy for MGIB-SR Kicker eligibility requirements.

8. MOS Conversion Bonus (MOSCB)

a. To qualify, a Soldier must:

(1) Pay Grade E-6 and below

(2) Less than 12 years time in service on contract start date

(3) Filling a valid vacant position in an MOS that is less than 90% filled at the State level

(4) Must get qualified in new MOS within 24 months of contract signature date

b. Not Authorized:

(1) Serving on any other incentive agreement

(a) Previous contract will be terminated with recoupment effective MOSCB contract start date (except Off-Peak)

(b) Previous Off-Peak contract will be terminated without recoupment effective MOSCB contract start date

(2) Previously held or already be qualified in bonus MOS

c. Amount and How Paid:

(1) MOSCB $10K

(a) Minimum three-year commitment (term begins when the MOS is awarded)

(b) Payment is processed in a lump sum upon verification of award of MOS

d. Combination: May not be combined with any other incentive in this policy. May be combined with the MGIB-SR Kicker. See VOLED Policy for MGIB-SR Kicker eligibility requirements.

9. 79T AGR Reenlistment/Extension Bonus (REB)

a. To qualify, a Soldier must:

(1) Pay Grade E-6 and E-7

(2) Less than 13 years of Active Federal Service (AFS) on contract start date

(3) Active 79T Production Recruiter (directly responsible for recruiting personnel to enlist into the ARNG with an assigned mission)

(4) Serving in a 79T or 00F34 duty position with an active 4-digit RSID

(5) Assigned to a Recruiting & Retention Battalion

(6) Not under any SFPA

(7) Satisfactorily performing duties as a recruiter per NGR 601-1, NGR 600-200 and DA Pam 611-21.

(8) Must have AGR orders for a minimum of three-years from contract start date (Contract start date is the date of signatures by all personnel required on the incentive agreement)

b. Not Authorized:

(1) Serving on any other incentive agreement

(2) Soldiers serving as a Retention NCO, MEPS GC, AUVS Manager, RCT Manager (Includes IST and ISR Manager), or in Recruiting Marketing.

c. Amount and How Paid:

(1) 79T AGR REB $4.5K

(a) Minimum three-years of AGR Service from contract start date (Contract start date is the date of signatures by all personnel required on the incentive agreement)

(b) Payment is disbursed in installments (initial $1.5K on contract start date, $1.5K first year anniversary and final $1.5K on third year anniversary).

d. Combination: May not be combined with any other incentive in this policy. May be combined with the MGIB-SR Kicker. See VOLED Policy for MGIB-SR Kicker eligibility requirements.

***Note: One time career bonus.**

10. The OFFICER/WARRANT OFFICER ACCESSION BONUS (OAB/WOAB) - SUSPENDED

11. The OFFICER/WARRANT OFFICER AFFILIATION BONUS (OAFB/WOAFB) - SUSPENDED

12. OFFICER/WARRANT OFFICER RETENTION BONUS (ORB/WORB) - SUSPENDED

13. LOAN REPAYMENT PROGRAM (LRP):

a. To qualify, a Soldier/Chaplain must:

(1) Non-prior Service Student Loan Repayment Program (SLRP)

(a) Minimum six-year commitment in an active status

(b) Access as a Skill Level 1 (grade E-1 through E-4); AR 601-210, para 2-7c

(c) Attain an ASVAB Test Score Category (TSC) I-IIIA; reference AR 601-210, para 2-8d

(d) Meet/possess Education Level Tier 1; AR 601-210, para 2-7c

(e) Must have authorized outstanding and pre-existing eligible Federal loans IAW Title 10 UCS 16301 listed on the National Student Loan Data System (NSLDS) documents with a print date no greater than 30-days prior to date of enlistment. If NSLDS documents are not populated on studentaid.gov, the text file will be accepted if all the required details of a loan are visible and contain a print date no greater than 30 days prior to date of enlistment.

(f) Must have an approved pre-approval memo generated within GIMS dated within 90 days of issuance. Any loans not included in the pre-approval memo will never be eligible for repayment during the contract obligation term.

(2) Prior Service SLRP

(a) Minimum six-year commitment in an active status

(b) Contract Duty MOS qualified

(c) Pay grade E-3 through E-7

(d) Less than 16 years total military service (total military service includes inactive Reserve time in the IRR or ING) at time of signature.

(e) All prior service periods served under Honorable conditions (General under Honorable conditions ineligible).

(f) Must have authorized outstanding and pre-existing eligible Federal loans IAW Title 10 UCS 16301 listed on the NSLDS documents with a print date no greater than 30 days prior to date of enlistment. If NSLDS documents will not populate on studentaid.gov, the text file will be accepted as long as all the required details of a loan are visible and contain a print date no greater than 30 days prior to date of enlistment.

(g) Must have an approved pre-approval memo generated within GIMS dated within 90 days of issuance. Any loans not included in the pre-approval memo will never be eligible for repayment during the contract obligation term.

(h) Must not be assigned as Officer Candidates (09R, 09W, 09S).

(3) Enlisted Affiliation SLRP

(a) Minimum six-year commitment in an active status

(b) Contract Duty MOS qualified

(c) Pay grade E-3 through E-7

(d) Soldier must be within 180 days of Regular Army (RA) ETS

(e) Affiliating while serving in the RA

(f) Less than 16 years total military service (total military service includes inactive Reserve time in the IRR or ING) on contract start date.

(g) All prior service periods served under Honorable conditions (General under Honorable conditions ineligible).

(h) Must have authorized outstanding and pre-existing eligible Federal loans IAW Title 10 UCS 16301 listed on the NSLDS documents with a print date no greater than 30 days prior to date of enlistment. If NSLDS documents will not populate on studentaid.gov, the text file will be accepted as long as all the required details of a loan are visible and contain a print date no greater than 30 days prior to date of enlistment.

(i) Must have an approved pre-approval memo generated within GIMS dated within 90 days of issuance. Any loans not included in the pre-approval memo will never be eligible for repayment during the contract obligation term.

(4) <u>09S (NPS/PS) SLRP</u>

(a) Minimum six-year commitment in an active status

(b) NPS Pay grade E-1 through E-5; PS Pay grade E-3 through E-6

(c) Must have a minimum of 90 semester hours listed on official transcripts or have a bachelor’s degree or higher

(d) Attain an ASVAB Test Score Category (TSC) I-IIIA; reference AR 601-210, para 2-8d

(e) Meet/possess Education Level Tier 1; AR 601-210, para 2-7c

(f) Must have authorized outstanding and pre-existing eligible Federal loans IAW Title 10 UCS 16301 listed on the NSLDS documents with a print date no greater than 30 days prior to date of enlistment. If NSLDS documents will not populate on studentaid.gov, the text file will be accepted if all required details of a loan are visible and contain a print date no greater than 30-days prior to date of enlistment.

(g) Must have an approved pre-approval memo generated within GIMS dated within 90 days of issuance. Any loans not included in the pre-approval memo will never be eligible for repayment during the contract obligation term.

(5) Chaplain Loan Repayment Program (CLRP)

(a) Duty Area of Concentration Qualified (DAOCQ) as a Chaplain (56A)

(b) Be approved as a Chaplain by the Office of the Chief of Chaplains (OCCH)

(c) Possess a current endorsement from a Religious Organization listed as an endorser with the Armed Forces Chaplains Board

(d) Possess outstanding and pre-existing loan(s) that were secured on or after 1 October 1975 IAW Title 10 USC 16303.

(e) Loans must have been applied toward a basic professional degree or a graduate education resulting in a Master of Divinity degree or equivalent (theological, chaplaincy, apologetics, religious, or related studies) that qualified the Soldier for appointment as a chaplain.

(f) Must have an approved pre-approval memo generated within GIMS dated within 90 days of issuance. Any loans not included in the pre-approval memo will never be eligible for repayment during the contract obligation term.

(g) Degrees issued prior to usage of a Master of Divinity or Theology that were approved by the OCCH.

(h) Loans executed while pursuing an Additional Skill Identifier (ASI) in “Marriage and Family Ministries” (7K) and/or “Combat Medical Pastoral Care Specialist” (7S).

(i) All degrees must be obtained from an accredited theological seminary listed in the Association of Theological Schools (ATS) handbook and/or an accredited institution listed within as a National Faith-Related Accrediting Organization in the Council for Higher Education Accreditation (CHEA) Recognized Organizations’ Directory.

b. Not Authorized:

(1) Glossary Non-Prior Service **(NPS, 09S only)**

(2) Individuals previously discharged or released from active duty or military service in an active status based on a determination of misconduct, substandard duty performance, or moral or professional dereliction. **(PS only)**

(3) State, Private, and Parent Plus Loans

(4) Serving on any other incentive agreement

(5) Currently participating in the Chaplain Candidate Program (56X) **(CLRP only)**

(6) Two-time non-select for promotion **(CLRP only)**

(7) Service Members who have the SLRP incentive and do not execute a consecutive service extension for the required obligation period will terminate the SLRP, regardless of the maximum program amount achieved.

c. Loans:

(1) Must have been disbursed prior to contract signature date. Only amounts disbursed prior to contract signature date are eligible for repayment.

(2) May not add loan(s) or partial disbursements during their contractual agreement.

(3) Loan(s) or partial disbursements can be added at the time of an additional six-year extension (SLRP) or execution of a new agreement after completion of the current agreement (CLRP).

(4) A repayment is authorized only when the authorized cap of the SLRP is available. Lifetime max cap for SLRP is $50,000.

(5) A loan in a default status prior to contracting is never eligible for repayment under the loan repayment program.

(6) Loans entering a default status after the contract start date are not eligible for repayment while in a default status.

(7) Loans that return to a good standing are eligible for repayment in the same entitlement year.

(8) Loan(s) with an outstanding balance less than the calculated authorized repayment amount are only authorized the amount of the outstanding balance.

(9) Repayment on loans not requested within the entitlement year will not include interest as it will be included in the preceding year’s principal balance.

d. Amount and How Paid:

(1) SLRP $50,000

(a) Minimum six-year commitment in an active status from contract start date based on enlistment/reenlistment/extension.

(b) Lifetime maximum amount authorized: $50,000

(c) The portion or amount of a loan(s) that may be repaid is 15% or $1,000.00, whichever is greater, for each year of satisfactory service, plus interest accrued during the current year (as described in AR 621-202, 6-4.b with an annual repayment cap of $8,333.33.

(d) Payment is processed after each year of satisfactory service, MOS award, and verification of eligibility in GIMS.

(e) Service Members performing an extension for the required term of service to maintain the SLRP will maintain the same calculated rate based on the signature date of the original SLRP addendum establishing the maximum program amount. Calculating formulas will not change unless ARNG provides additional guidance.

(f) All repayments are made to the lending institution and not to the Soldier. Any payments made to the lender by the Soldier are not refundable by the Government.

(g) Total repayment inclusive of interest during the contract period will not exceed the initial loan amount. The initial loan amount is defined as the total balance of all pre-existing outstanding eligible loans not to exceed $50,000 at the time of signature.

(2) CLRP $20,000

(a) Minimum three years of Chaplain service from contract start date (Contract start date is the date of signatures by all personnel required on the incentive agreement)

(b) Lifetime maximum amount authorized: $80,000 (issued in four separate three-year obligation contracts)

(c) For each year of satisfactory service, the loan amount(s) to be repaid is one-third of the $20,000 contracted amount plus interest accrued during the current year (as described in AR 621-202, 7-5a(2)).

(d) All repayments are made to the lending institution and not to the Chaplain. Any payments made to the lender by the Chaplain are not refundable by the Government.

e. Payment Processing: Repayment of eligible loan(s) begins when the request for payment(s) has been submitted by the Soldier up to 60 days prior to each anniversary date. Loan documents (Aid Summary, Loan Breakdown, Loan Details, and Loan Status

History) must contain a print date within 30 days of the anniversary payment date or payment processing date whichever will result in most current and up to date NSLDS documents. The text file is the preferred method to import loan information to GIMS. Documents may be retrieved from https://studentaid.gov.

(1) Unit representatives or Retention NCOs complete and sign section 1 of DD Form 2475, DOD Educational Loan Repayment Program (LRP) Annual Application.

(2) DD Form 2475 must be signed within 60 days of the anniversary payment date or payment processing date whichever will result in most up to date signatures.

(3) Soldier completes and signs section 2 of DD Form 2475, DOD Educational Loan Repayment Program (LRP) Annual Application. DD Form 2475 must be signed within 60 days of the anniversary payment date or payment processing date whichever will result in most up to date signatures.

(4) Soldiers must provide the following documentation every year through their chain of command to the State IM/SLRP Manager and must be within the time constraints as noted below for each payment:

(a) NSLDS text file download from https: studentaid.gov dated within 30 days of scheduled anniversary date or payment processing date whichever will result in most current and up to date information on loans.

(b) Copy of the Summary Aid sheet (s) that is dated within 30 days of scheduled anniversary payment date or payment processing date whichever will result in most current and up to date information on loans.

(c) Copy of the Detailed Loan information sheet(s) (including the Loan Breakdown, Loan Details, and Loan Status History) that are dated within 30 days of scheduled anniversary date or payment processing date whichever will result in most current and up to date information on loans. Note: must include those with a $0 balance.

(d) For loans consolidated after contract signature date, copy of all disbursement sheet(s) for all eligible loans not listed on the https://studentaid.gov website.

(5) The State IM will update all loan information annually to minimize risk of overpayment, erroneous payments, or returned payments.

f. Combination: May not be combined with any other incentive in this policy. May be combined with the MGIB-SR Kicker. See VOLED Policy for MGIB-SR Kicker eligibility requirements.

ENCLOSURE 17: ANNEXES, ADDENDUMS, AND WRITTEN AGREEMENTS

1. Purpose: To provide a quick reference of all annexes, addendums, and written agreements between the ARNG and potential applicants or current ARNG Soldiers.

2. Addendums

Incentive Type	Form Number
Non-Prior Service Enlistment Bonus (NPSEB)	NGB Form 922
Off-Peak (OP)	NGB Form 922
Prior Service Enlistment Bonus (PSEB)	NGB Form 927
Enlisted Affiliation Bonus (EAB)	NGB Form 925
Reenlistment/Extension Bonus (REB)	NGB Form 924
MOS Conversion Bonus (MOSCB)	NGB Form 923
Officer/Warrant Officer Accession Bonus (OAB/WOAB)	NGB Form 928
Officer/Warrant Officer Affiliation Bonus (OAFB/WOAFB)	NGB Form 929
Officer/Warrant Officer Retention Bonus (ORB/WORB)	NGB Form 930
Student Loan Repayment Program (SLRP)	NGB Form 926
Chaplain Loan Repayment Program (CLRP) (see note)	NGB Form 933
79T AGR Reenlistment/Extension Bonus	NGB Form 924

GLOSSARY: ABBREVATIONS AND ACRONYMS

09C
Language Trainee

09R
Simultaneous Membership Program Member

09S
Officer Candidate

09W
Warrant Officer Candidate

2R
Second Reviewer

79T
Recruiting and Retention NCO

ABCMR
Army Board for Correction of Military Record

ACR
Administrative Correction Request

ADOS
Active-Duty Operational Support

AFQT
Armed Forces Qualification Test

AIT
Advanced Individual Training

AR
Army Regulation

ARNG
Army National Guard

ARNG-HRH
G1 - Personnel Policy Division

ARNG-HRP
G1 - Personnel Division

ASI
Additional Skill Identifier

ATRRS
Army Training Resources and Requirement System

CS
Critical Skill MOS

DFAS
Defense Finance and Accounting Service

DJMS
Defense Joint Military Pay System

DOD
Department of Defense

DODI
Department of Defense Instruction

DSMT
Dual Status Military Technician, Title 32 Military Technician Program

EAB
Enlisted Affiliation Bonus

ETP
Exception to Policy

GC
Guidance Counselor

GNPS
Glossary Non-Prior Service in the context of incentives refers to an applicant who has served in the SELRES for one or more days and without completing more than 180 days of Active duty and have not previously been awarded an MOS.

HQDA
Headquarters, Department of the Army

HRM-I
Army National Guard Incentives Oversight Branch

IDT
Inactive Duty Training

IET
Initial Entry Training

IM
Incentive Manager

IOM
Incentive Operational Memorandum

IPPS-A
Integrated Personnel and Pays System-Army

JFHQ
Joint Force Headquarters

LD
Low-Density MOS

LRP
Loan Repayment Program

MEPS
Military Entrance Processing Station

MOS
Military Occupational Specialty

MOSCB
Military Occupational Specialty Conversion Bonus

NGB
National Guard Bureau

NPSEB
Non-Prior Service Enlistment Bonus

OAB
Officer Accession Bonus

OAFB
Officer Affiliation Bonus

OOS
Out of Service
OP
Off-Peak

ORB
Officer Retention Bonus

OSM
Officer Strength Manager

POSTA
Positions of Significant Trust and Authority

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

PSEB
Prior Service Enlistment Bonus

RC
Reserve Component

RCCC
Reserve Component Career Counselor

REB
Reenlistment/Extension Bonus

RECSTA
Reception Station

REFRAD
Release from Active Duty

REQUEST
Recruit Quota System

RMS
Retention Management System

ROTC
Reserve Officers' Training Corps

RRB
Recruiting and Retention Battalion

RSID
Recruiting Station Identification

RSP
Recruit Sustainment Program

SAV
Staff Assistance Visit

SLRP
Student Loan Repayment Program

SMP
Simultaneous Membership Program

SQI
Special Qualification Identifier

TAG
The Adjutant General

TPU
Troop Program Unit (USAR)

USAR
United States Army Reserve

USAREC
United States Army Recruiting Command

USPFO
United States Property and Fiscal Officer

WebDMO
Web Defense MilPay Office

WOAB
Warrant Officer Accession Bonus

WOAFB
Warrant Officer Affiliation Bonus

WORB
Warrant Officer Retention Bonus