



NATIONAL GUARD BUREAU

111 South George Mason Drive
ARLINGTON VA 22204-1382

ARNG-GSE-12-005

8 November 2011

MEMORANDUM FOR ARNG Education, Incentives, and Employment personnel of all States, Puerto Rico, the Virgin Islands, Guam and the District of Columbia

SUBJECT: Army National Guard (ARNG) Incentives Issue Settlement Process and Contract Termination Guidance

1. References.
 - a. Title 10, Subtitle E, Part IV, Chapter 1606 & 1607, United States Code.
 - b. Title 32, Chapter 3, United States Code.
 - c. Title 37, Chapter 5, Subchapter I, § 303a(e), United States Code.
 - d. Public Law 110-417, Duncan Hunter National Defense Authorization Act (NDAA) for FY 2009, 14 October 2008.
 - e. Department of Defense Financial Management Regulation (DoD FMR) 7000.14-R, Volume 5, Disbursing Policy and Procedures, 12 May 2011.
 - f. Department of Defense Financial Management Regulation (DoD FMR) 7000.14-R, Volume 7A, Military Pay, Policy, and Procedures-Active Duty and Reserve Pay, 23 June 2011.
 - g. Department of Defense Directive (DoDD) 1205.20, Reserve Component Incentive Programs, 8 January 1996.
 - h. Department of Defense Instruction (DoDI) 1205.21, Reserve Component Incentive Programs Procedures, 20 September 1999.
 - i. Army Regulation (AR) 601-210, Active and Reserve Components Enlistment Program, 8 February 2011.
 - j. Operational Change to AR 601-210 (Active and Reserve Components Enlistment Program), 11 March 2011.
 - k. Operational Change to AR 601-210 (Active and Reserve Components Enlistment Program), 4 April 2011.

ARNG-GSE-12-005

SUBJECT: Army National Guard (ARNG) Incentives Issue Settlement Process and Contract Termination Guidance

- I. AR 600-4, Remission or Cancellation of Indebtedness, 7 December 2007 (Rapid Action Revision 001, 29 April 2009).
 - m. AR 15-185, Army Board for Correction of Military Records, 31 March 2006.
 - n. AR 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, 1 February 2005.
 - o. AR 37-104-4, Military Pay and Allowances Policy, 8 June 2005.
 - p. AR 600-8-2, Suspension of Favorable Personnel Actions (Flags), 23 December 2004.
 - q. AR 220-1, Unit Status Reporting, 10 June 2003.
 - r. AR 135-7, Incentive Programs, 15 April 1996.
 - s. AR 621-202, Army Educational Incentives and Entitlements, 3 February 1992.
 - t. NGR 600-7, Selected Reserve Incentive Programs, 26 March 1999.
 - u. (All States Log Number P11-0009) Army National Guard (ARNG) Selected Reserve Incentives Program for Fiscal Year 2011, 25 July 2011.
 - v. Army National Guard (ARNG) Decentralized State Incentive Pilot Program (DSIPP) Selected Reserve Incentive Program Guidance for Fiscal Year (FY) 2011, 29 March 2011 - 30 September 2011 (Policy Number 11-02).
 - w. Education and Incentives Operations Message (EIOM) 11-023, dated 23 September 2011, Extension and Update to the ARNG DSIPP SRIP Guidance FY 11 (Policy Number 11-02), dated 29 March 2011.
 - x. Education and Incentives Operations Message (EIOM) 11-024, dated 23 September 2011, Update to Reenlistment/Extension Bonus (REB) ARNG DSIPP SRIP Guidance for FY 2011 (Policy Number 11-02), dated 29 March 2011.
 - y. Education and Incentives Operations Message (EIOM) 11-026, dated 23 September 2011, Updated Guidance for Out of Service Bonus Claims.
 - z. Education and Incentives Operations Message (EIOM) 12-001, dated 5 October 2011, Changes to EIOM 11-024, Reenlistment/Extensoin Bonus (REB) ARNG DSIPP SRIP Guidance, dated 23 September 2011.
2. Purpose. Provide guidance for the resolution of incentive eligibility issues when bonus contracts are found to not be in compliance with law, regulations or policy. This guidance also provides the process for terminating an incentive contract with or without recoupment

when required.

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

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

a. State Level Authority - Incentive issues that have administrative and/or system errors as defined within the Exception to Policy Determinations (enclosure 1, Table 1). These incentive issues are authorized at the state level to be corrected without having to submit an Exception to Policy (ETP) to NGB for approval.

b. The NGB Level Authority - Incentive issues that can be resolved by ETP requests will be submitted and tracked in Information Management and Reporting Center (iMARC)/Guard Incentive Management System (GIMS) only. State IM will select the "ARNG Policy" from the "Authority" drop-down menu on incentive issues authorized for NGB level approval as defined within enclosure 1, Table 2. The NGB team will review the selection to verify this is an "ARNG Policy" issue that can be actioned by NGB. The NGB ETP decisions may grant relief from termination or deny the ETP request and direct that incentive eligibility be terminated with or without recoupment.

c. The Department of the Army (DA), Office of Secretary of Defense (OSD), or Statutory Authority - Incentive issues relating to law, Department of Defense Instruction (DoDI), Department of Defense (DoD) regulations and policy, and DA policy. NGB has been delegated limited authority to waive the requirement to recoup funds already paid to the Soldier in some cases involving DA Policy. While an ETP cannot always be approved to waive the requirement to terminate, the denied ETP may provide guidance to the State IM to terminate without recoupment. To submit an ETP request for issues in this category the State IM will select "Law", "DoD Regulations" or "DA Policy", as appropriate, from the "Authority" drop-down menu on incentive issues authorized for DA or OSD level approval as defined within enclosure 1, Table 2. The NGB team will review the selection to verify the "Authority" drop down is marked for the appropriate level for approval. Only DA and/or OSD have authority to grant relief from termination for issues in this category.

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

reported to the NGB program manager.

5. Settlement process for state level authority corrections. State SRIP personnel are not authorized to submit an incentive for payment processing until the issues defined in enclosure 1, have been corrected in both Standard Installation/Division Personnel System (SIDPERS) and iMARC/GIMS. In cases where the issue requires an NGB override, the SRIP personnel must refer to current ARNG guidance for issues that are authorized an override and submit an override request to incentives.edu@ng.army.mil.

6. Process to request an NGB Exception to Policy (ETP) to resolve Bonus issues.

a. Once an incentive contract issue has been identified that requires termination, with or without recoupment, the State/Territory will follow the guidance below for submission of an ETP request:

(1) Suspend all scheduled payments of the bonus in iMARC/GIMS by selecting the "Payments" icon within the "SRIP" tab and under "Status" from "Scheduled Payment" to "Suspended" also provide detailed remarks in the Soldier's iMARC/GIMS record attesting to the reason for change of payment status.

(2) In cases where a system error prevents a contract from being processed that should be validated, the IM will not establish the incentive in Defense Finance and Accounting System (DFAS) until receipt of ETP disposition from NGB.

(3) In cases where the incentive is already validated in iMARC/GIMS and established in DFAS, the IM will suspend bonus payments as per paragraph 6.a.(1) until ETP disposition is received from NGB.

(4) The State/Territory will notify the Soldier and the Soldier's current unit of assignment of the issue and the ETP process using the template for a Notification of Incentive Discrepancy memorandum (enclosure 2). In cases where the Soldier is no longer in the ARNG, a certified letter will be mailed to the Soldier's last known Home of Record (HOR) to include annotating the certified mail tracking number and the date the letter was mailed and received in the remarks section under the SRIP tab of iMARC/GIMS. This memorandum will outline the issue requiring an ETP along with offering assistance in the preparation of the ETP request should the Soldier elect to submit an ETP. The IM will adhere to the following guidelines based on the Soldier's response or failure to respond within 45 days as required:

(a) If the Soldier submits an ETP request and supporting documents within 45 days of notification, the IM will ensure required documentation is included and submit to NGB for review. The State IM may allow an additional 15 days if he or she determines that circumstances require more time.

(b) If the Soldier fails to submit an ETP request within 45 days of initial notification, the IM will send a second notification to the Soldier concurrent with the Soldier's unit Commander using the Notification of Incentive Termination memorandum template

(enclosure 3) via certified mail advising the Soldier that the incentive will be terminated. The IM will annotate the certified mail tracking number and the date the letter was mailed and received in the remarks section under the SRIP tab of iMARC/GIMS. If the Soldier fails to respond to this second notification within 15 days, the incentive will be terminated and, if required, recoupment will be initiated.

b. Requesting an ETP.

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

- (a) ARNG policy in reference to the Soldier's situation with the area in question highlighted.
- (b) Soldier's incentive addendum.
- (c) Soldier's statement. This is the Soldier's official request and desired disposition of their issue.
- (d) State Military Personnel Officer (MILPO) memorandum requesting the ETP. This is the MILPOs official stance on the issue and their desired disposition of the Soldier's issue.
- (e) Documentation related or supporting the desired disposition to the ETP.

(2) The IM will submit the ETP request to NGB in accordance with (IAW) the ETP System Guide (enclosure 4). The NGB will consider each ETP on a case by case basis. The NGB review process will produce an ETP decision memorandum to:

- (a) Grant Relief from termination - Contract will be honored as written and the remaining payments will be made per payment schedule.
- (b) Direct the IM to terminate the incentive without recoupment. No subsequent payments will be processed but payments already made to the Soldier will not be recouped.
- (c) Direct the IM to terminate the incentive with recoupment. No subsequent payments will be processed and the IM will initiate recoupment of funds already paid.

7. Disposition of ETP.

a. Relief from Termination (With or Without Recoupment) is defined as approval for the incentive to remain "Active". Once it is determined that an incentive contract has been granted relief from termination, the Incentives Support Team (IST) and/or the IM will complete the following:

- (1) Verify the ETP approval memorandum is uploaded into iMARC/GIMS.

(2) Reinstate the scheduled payment in iMARC/GIMS by changing the "Suspended" status to "Scheduled Payment" for bonus incentives and/or change the SLP contract status from "Suspended" to "Active."

(3) E-mail the IM informing them of the final disposition of the ETP request.

(4) The IM will send the Soldier a memorandum providing the results of the ETP request using the template provided at enclosure 5.

(5) The IM must ensure the ETP is uploaded into Interactive Personnel Electronic Records Management System (iPERMS).

b. Termination without Recoupment is defined as an ETP denial with no recoupment required, but with cancellation of future scheduled payments. Once it is determined that an incentive contract must be terminated without recoupment, the IM, IST, and/or USPFO will complete the following:

(1) The IST must verify the denied ETP memorandum is uploaded into iMARC/GIMS and iPERMS.

(2) The IST will E-mail the IM informing them of the requirement to terminate the incentive without recoupment.

(3) The IM must ensure the ETP denial is uploaded into iPERMS, and send the Soldier a memorandum providing the results of the ETP request using the template provided in enclosure 5. Additionally, the IM will send the Soldier a Notification of Incentive Termination memorandum.

(4) The IM must verify the bonus contract is terminated without recoupment in iMARC/GIMS and all future payments are marked "Cancelled."

(5) If the incentive was paid via TIN B03 the IM will submit the termination by accessing it in the "Review Terminated/Suspense" bin in iMARC/GIMS and forward the bonus record to the IST for submission to NGB.

(a) The IST will confirm the validity of the terminated incentive and forward to NGB for submission to DFAS.

(b) NGB will complete a final review of the terminated incentive and forward it to DFAS for processing.

(c) The IM will monitor the transaction in iMARC/GIMS until it has passed through NGB to DFAS. The IM must check Defense Joint Military Pay Software-Reserve Component (DJMS-RC) 72 hours after the transaction has passed through NGB to ensure the bonus master record shows the incentive termination was properly processed without recoupment.

(6) If the IM determines any bonus payments were made via TIN D02, the IM will create a case in Case Management System (CMS) to NGB-Financial Services Center who will begin the termination process to include ensuring the following documents are included:

- (a) Completed DD Form 139.
- (b) Copy Soldier Notification of Incentive Termination memorandum.
- (c) Copy of enlistment/reenlistment document.
- (d) Copy of bonus addendum.

(7) The CMS case will be submitted by the IM and routed through the United States Property and Fiscal Office (USPFO) for review prior to being sent to DFAS.

c. Termination with Recoupment is defined as an ETP denial with recoupment required. Once it is determined that an incentive contract must be terminated with recoupment, the IM, IST, and/or USPFO will complete the following:

- (1) The IST must verify the denied ETP memorandum is uploaded into iMARC/GIMS.
- (2) The IST will E-mail the IM informing them of the requirement to terminate the incentive with recoupment.
- (3) The IM must ensure the ETP is uploaded into iPERMS and send the Soldier a memorandum providing the results of the ETP request, using the template provided at enclosure 5. Additionally, IM will send the Soldier a Notification of Incentive Termination memorandum.
- (4) The IM will review the DFAS payment spreadsheet to determine if the payments were made via Transaction Identification Number (TIN) B03 or D02 and that the Soldier is not Active Guard Reserve (AGR).
- (5) If the incentive was paid via TIN B03 the IM will submit the termination by accessing it in the "Review Terminated/Suspense bin in iMARC/GIMS and forward the bonus record to the IST for submission to NGB.
 - (a) The IST will confirm the validity of the terminated incentive and forward to NGB for submission to DFAS.
 - (b) NGB will complete a final review of the terminated incentive and forward it to DFAS for processing.
 - (c) The IM will monitor the transaction in iMARC/GIMS until it has passed through NGB to DFAS. The IM must check DJMS-RC 72 hours after the transaction has passed through NGB to ensure the bonus master record shows the incentive termination was

properly processed for recoupment.

(d) Upon verification of the termination in DJMS-RC, the IM will also notify the USPFO that a termination with recoupment has been processed for the named individual.

(e) The USPFO will monitor DJMS-RC (-135 report) to ensure the bonus recoupment amount transfers to an accounts receivable file in DJMS-RC. USPFO will temporarily suspend debt collection and send a Notice of Indebtedness (enclosures 6 and 7) to the Soldier identifying the reason and amount of debt and the process for seeking relief.

(f) If the Soldier notifies USPFO within 30 days of notification that they intend to file an Army Board for Correction of Military Records (ABCMR) claim, recoupment will remain suspended until an ABCMR decision is made. If the Soldier fails to notify USPFO of a decision about filing a claim with ABCMR within 30 days of notification or acknowledges the debt, USPFO will remove the suspension and process the recoupment for collection.

(g) State USPFO will monitor ABCMR actions through the state IM office. State IM's may monitor the status of cases through the ABCMR website at <http://arpa.army.pentagon.mil>. Once ABCMR determination is made, the state IM must notify the USPFO to either process or terminate the suspended debt.

(6) If the IM determines that any bonus payments were made via TIN D02 or the Soldier has been separated for one year or more and no longer has a DFAS Master Military Pay Account (MMPA), the IM must submit a CMS case to DFAS-IN/Debt and Claims who will begin the debt process to include ensuring the following documents are included:

(a) Completed DD Form 139.

(b) NGB determination of termination with recoupment memorandum.

(c) Copy Soldier Notification of Incentive Termination memorandum.

(d) Copy of enlistment/reenlistment document.

(e) Copy of bonus addendum.

(f) Documentation of payment collection/debt (a transmittal letter from iMARC/GIMS with all pay information).

(7) The CMS case will be submitted by the IM and routed through the USPFO for review prior to being sent to NGB-Financial Services Center.

(8) The USPFO will monitor DJMS-RC (-135 report) to ensure that the bonus recoupment amount transfers to an accounts receivable file in DJMS-RC. USPFO will temporarily suspend debt collection and send a Notice of Indebtedness to the Soldier identifying the reason and amount of debt and the process for seeking relief.

(9) If the Soldier notifies USPFO within 30 days of notification receipt that they intend to file an ABCMR claim, recoupment will remain suspended until an ABCMR decision is made. If the Soldier fails to notify USPFO of a decision about filing a claim with ABCMR within 30 days of notification or acknowledges the debt, USPFO will remove the suspension and process the recoupment for collection.

(10) State USPFO will monitor ABCMR actions through the state IM office. State IM's may monitor the status of cases through the ABCMR website at <http://arpa.army.pentagon.mil>. Once ABCMR determination is made, the state IM must notify the USPFO to either process or terminate the suspended debt.

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

9. Direct all questions, comments or concerns to the Incentives Program Manager, CPT Aaron Oelschlager at (703) 601-7339/(571) 205-2557 or aaron.oelschlager@us.army.mil for support.



JOSEPH R. BALDWIN
COL, EN

Chief, Education, Incentives, and
Employment Division

8 Encls

1. [Encl 1.pdf](#)
2. [Encl 2.pdf](#)
3. [Encl 3.pdf](#)
4. [Encl 4.pdf](#)
5. [Encl 5.pdf](#)
6. [Encl 6.pdf](#)
7. [Encl 7.pdf](#)
8. [Encl 1.pdf](#)

Exception to Policy Determination Classification

Table 1 - Administrative Corrections Made at the State	Table 3 - Cases That Cannot be Resolved with ETP
Soldier is incorrectly coded excess 9993/999K	Failure of a Drug Test
Soldier is incorrectly coded excess 999T	Discharge for Misconduct
Soldier incorrectly coded as not have a GED/HS Diploma	Voluntary Discharge Request (e.g. pregnancy)
Soldier has Adverse Action FLAG	Voluntary Retirement
Soldier is incorrectly coded as not duty qualified (N)	Unsatisfactory participant
Soldier does not have PMOS/AOC properly coded	Latenburg issues
Incorrect Reason for Transfer on Order	Conscientious objector
Supporting Documents are not uploaded	Resignation as an officer
Soldier is incorrectly coded as MILTECH	Discharge for commission and accepting an OAB
Soldier is incorrectly coded as AGR	No Addendum on File
Soldier is incorrectly coded as assigned to 09R position	
Manual Control Number issue	
Correction of incorrect unsat coding	

Table 2 - Items Requiring an ETP
Soldier is not serving in the MOS/AOC for which contracted
Soldier was not awarded the MOS/AOC for which contracted
Soldier not returned to duty qualified position within 180 days of REFRAD
Multiple issues resulting in Denial such as: 999T, 09B, and CIV Ed are not updated
Soldier did not enlist into a CUIC
Soldier did not enlist into CS/Critical AOC
Bonus Type not Allowed by Policy
Soldier did not sign/date addendum
Witnessing Official did not sign/date addendum
Soldier signed addendum after date of enlistment, reenlistment, extension, accession or appointment
Soldier signed addendum before date of enlistment, reenlistment, extension, accession or appointment
Soldier signed an obsolete addendum
Soldier not authorized Quick Ship Bonus
Soldier not authorized Off-Peak Bonus
Soldier exceeded Time In Service Eligibility for Bonus
Soldier was enlisted, reenlisted, extended, accessed or appointment into an unauthorized TDA
Soldier failed to ship IAW Contracted Date
Soldier not authorized to receive simultaneous Bonus
Soldier has 2 consecutive APFT Failures
Change Bonus Type (CS to Non-CS MTOE)
Failure to complete MOS/AOC training in required amount of time
Failure to obtain security clearance
Extended/reenlisted within 90 days of ETS
Incorrect Addendum (AFF vs PSEB used)
Glossary Non-Prior Service
Soldier enlisted over the overstrength maximum
Soldier has a less than honorable discharge
Contracted amt. exceeded authorized policy amt
Soldier did not extend for time in ING
Soldier IST'd to non-critical skill or UIC

Notification of Incentive Discrepancy Memorandum

STATE LETTERHEAD

OFFICE SYMBOL

DATE

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

SUBJECT: Notification of Incentive Discrepancy and Exception to Policy Process

1. A discrepancy has been discovered with your bonus and/or student loan repayment incentive contract that must be resolved to avoid eligibility termination. The Incentive Manager has taken all measures possible prior to notification; however, we cannot resolve the issue without your assistance.
2. Your information regarding this discrepancy is as follows:
 - a. Incentive Type(s): INCENTIVE TYPE, INCENTIVE TYPE, ETC. (IF MULTIPLE)
 - b. Discrepancy Amount: \$XXX,XXX
 - c. Reason for the Discrepancy: NO CONTRACT, ETC.
3. We have determined that you may be eligible for an Exception to Policy. If you intend to submit an Exception to Policy, you must submit an Exception to Policy Request to the State Incentive Manager via email at EMAIL ADDRESS or fax FAX NUMBER within 45 days from the date of this correspondence.
4. Requests for Exception to Policy must be detailed in nature and contain copies of service and incentive documentation. For specific guidance and assistance regarding Exception to Policy preparation, please contact your Unit Readiness NCO, Battalion Career Counselor, or State Incentive Manager.
5. Failure to submit an Exception to Policy Request to your State Incentive Manager within 45 days will result in immediate termination and/or recoupment of your incentive in accordance with 31 U.S.C. section 3702.
6. The point of contact for this notification is the Incentive Manager in STATE at MAILING ADDRESS, or via email at EMAIL ADDRESS, or via telephone at PHONE NUMBER.

NAME
RANK
State Incentive Manager

Notification of Incentive Termination Memorandum

STATE LETTERHEAD

OFFICE SYMBOL

DATE

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

SUBJECT: Notification of Incentive Eligibility Termination

1. Discrepancies found in your incentive contract require eligibility termination for the reasons identified below. You are hereby notified that any recoupment amount will be forwarded for debt collection action.
2. Information regarding recoupment is as follows:
 - a. Incentive Type(s): INCENTIVE TYPE, INCENTIVE TYPE, ETC. (IF MULTIPLE)
 - b. Discrepancy: MISSING LOAN DOCUMENTATION, INVALID MOS, ETC.
 - c. Recoupment Amount: \$XXX,XXX
 - d. Reason for the Recoupment: NO CONTRACT, ETC.
 - e. Authority of Establishing Debt: 31 U.S.C. section 3702
3. You may be eligible for appeals and/or various repayment options. If you are an active member of the National Guard, you will receive further guidance from the United States Property and Fiscal Office (USPFO). If you are no longer an active member of the National Guard, you will receive further guidance from the Defense Finance and Accounting Service (DFAS).
4. Should you have any questions regarding this notification, please contact the State Incentive Manager: NAME, ADDRESS, PHONE, EMAIL.

NAME
RANK
Position

Exception to Policy (ETP) Center

Selected Reserve Incentive Program

23 September 2011

Overview

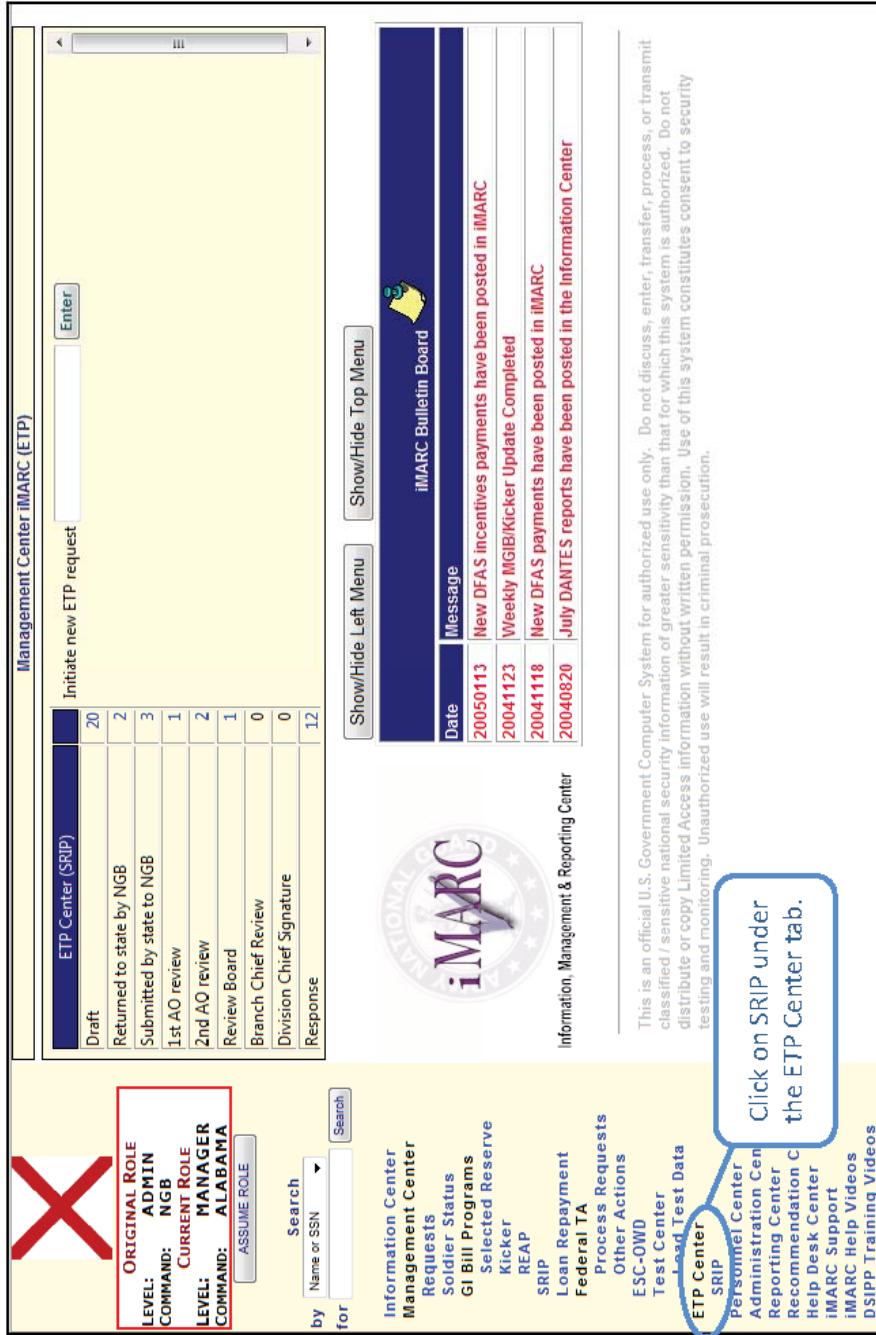
- The Exception to Policy (ETP) Center allows users to submit a request for a Soldier needing an exception to policy.
- Supporting documents can now be uploaded and attached to the ETP request.
- The “ETP Center” tab now contains work bins to help personnel track the review process.
- Email notifications (from Incentives.etp@ng.army.mil) are now automatically sent to prompt user action and inform the requestor of status.
- Users will be able to view the justification ETP response in PDF format and can be printed, distributed or stored in the ETP Center.

2

Exception To Policy (ETP) Center 20110923

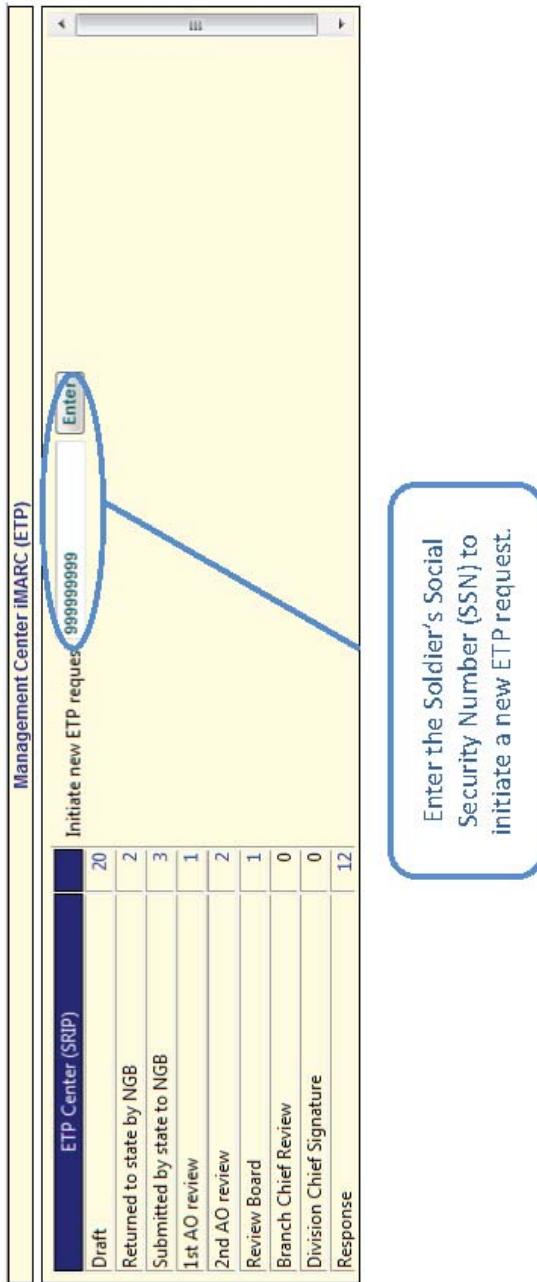
Exception to Policy System Guide

Accessing the ETP Request Screen



Exception to Policy System Guide

Initiating a New ETP Request



4

Exception To Policy (ETP) Center 20110923

Entering Soldier's Information

Incentive Manager Exception to Policy Form

Current Status: Draft

Soldier Information

* SSN: [] * Soldier First Name: JOHN * Last Name: SMITH * RCC: TPU * State: AL

ETP Information

Description: test

* Contract Type: Officer Accession ▾ * Bonus Program: OFFICER ACCESSION 6YR (20090301 - 20110331) * Authority: -Select Authority- ▾

No documents found.

Fields with * are required.

View Action History Change Log

Save Draft Submit to NGB Close Window

Based on the SSN entered, the Soldier's First Name, Last Name, Status, and State will automatically populate from their Soldier Profile. You will not be able to change this information.

Note: If the Soldier is not in the system, the first and last name need to be entered in the editable fields.

Exception To Policy (ETP) Center 20110923

Exception to Policy System Guide

Contract Selection

Incentive Manager Exception to Policy Form

Current Status: Draft

Soldier Information

* SSN: [] * Soldier First Name: JOHN * Last Name: SMITH * RCC: TPU * State: AL

* Policy: test Description: test

Select the Contract Type from the drop down menu.

* Contract Type: Officer Accession
-Select Type-
Officer CSR
Officer HPI
* Authority:
Check if this ETP grants relief from recoupment

(20090301 - 20100615) DOCUMENTS

Enlisted MOS Conversion
Non-Prior Service
Officer Accession
Officer Affiliation
Prior Service
Re-enlist/Extend

No documents Upload Document Notes

View Action History Change Log
Save Draft Submit to HGB Close Window

Fields with * are required.

*Note: All fields with an * must be completed.*

Exception To Policy (ETP) Center 20110923

Exception to Policy System Guide

Bonus Selection

Incentive Manager Exception to Policy Form
Current Status: Draft

* SSN:	* Soldier First Name: JOHN	* Last Name: SMITH	* RCC: TPU	State: AL
* Policy: test				
* Contract Type: Officer Accession				
* Bonus Program				
* Authority:				
-Select Program- Officer Accession (20050204 - 20060126) Officer Accession (20060127 - 20070615) Officer Accession Critical UIC (20070616 - 20090228) Officer Accession MTOE (20070616 - 20090228)				
No documents				
OFFICER ACCESSION 6YR (20050301 - 20100615) Upload Document				
Officer Accession 6YR \$10000 (20100616 - 20111231) Notes				
ETP grants relief from recoupment <input type="checkbox"/>				
View Action History Change Log				
Save Draft Submit to NGB Close Window				

Select the Bonus Program type from the drop down menu.

Fields with * are required.

*Note: All fields with an * must be completed.*

Exception To Policy (ETP) Center 20110923

Exception to Policy System Guide

Policy and Authority Information

Incentive Manager Exception to Policy Form

Current Status: Draft

Soldier Information	ETP Information
* SSN: <input type="text"/>	* Soldier First Name: JOHN
	* Last Name: SMITH
	* RCC: TPU
	* State: AL
	Description: test

* Policy: test

Enter the Policy information for ETP and select the corresponding Authority from where the policy originated.

* Contract Type: Officer Accession

* Bonus Program: OFFICER ACCESSION 6YP-20090301

* Authority: -Select Authority-

-Select Authority-

ARNG Policy

DA Policy

DOD Regulations

Law

No documents

Notes

Fields with * are required.

*Note: All fields with an * must be completed.*

Exception To Policy (ETP) Center 20110923

Exception to Policy System Guide

Upload Documents

Incentive Manager Exception to Policy Form

Current Status: Draft

Soldier Information

* SSN: [] * Soldier First Name: JOHN * Last Name: SMITH * RCC: TPU State: AL

ETP Information

* Policy: test Description: test

Documents must be uploaded in order to process an ETP request.

* Contract Type: Officer Accession ▾ * Bonus Program: OFFICER ACCESSION 6YR (200909301 - 20100615) ▾ * Authority: -Select Authority- ▾ Check if this ETP grants relief from recruitment []

DOCUMENTS

No documents found.

Upload Document

Fields with * are required.

Action

View Action History Change Log

Save Draft Submit to NGB Close Window

Exception to Policy System Guide

Upload Documents

* UPLOAD DOCUMENT

-Select-

Document Type:

-Select-

File to Upload:

Short Description:

Bonus Agreement

NGB22

State Memorandum

Applicant Statement

Other

A Document Type must be chosen from the drop down menu. An Applicant Statement and State Memorandum must be uploaded to the ETP request for processing.

* UPLOAD DOCUMENT

-Select-

Document Type:

-Select-

File to Upload:

Short Description:

Maximum 30 characters.

Documents can be selected to upload to the ETP request. Once a document has been selected, select 'Upload.'

Exception To Policy (ETP) Center 20110923

Exception to Policy System Guide

Save ETP Request as a Draft

Incentive Manager Exception to Policy Form

Current Status: Draft

Soldier Information		ETP Information	
* SSN:	* Soldier First Name: JOHN	* Last Name: SMITH	* RCC: TPU
		State: AL ▾	
Description: test			

* Contract Type: Officer Accession ▾

* Bonus Program: OFFICER ACCESSION GYR (20090301 - 20100615) ▾

* Authority: -Select Authority- ▾

Check if this ETP grants relief from recoupment

DOCUMENTS

	Type	Description	Applicant Statement	File Name	Date/Time Uploaded	Uploaded By	Size (KB)
Delete	Open	Applicant Statement	State Memorandum	State Memora		Vera Shirokova	0
Delete	Open	State Memorandum				Vera Shirokova	0

An ETP request can be saved as a Draft by selecting the 'Save Draft' button.

Fields with * are required.

Exception to Policy System Guide

Save ETP Request as a Draft

The screenshot shows the Management Center (MARC) ETP interface. On the left, there is a navigation menu with options like 'ETP Center (SRNP)', 'Draft', 'Returned to state by NGB', 'Submitted by state to NGB', '1st AO review', '2nd AO review', 'Review Board', 'Branch Chief Review', 'Division Chief Signature', and 'Response'. A blue callout box points to the 'Initiate new ETP request' button, which has a circled number '20' next to it. Another blue callout box points to the 'ETP REQUEST (DRAFT)' section, which contains a table with columns for ETP, SSN, Name, and various status indicators. A third blue callout box points to a diamond icon in the 'Name' column of the table, indicating where to click to continue the draft.

ETP	SSN	Name	Bonus Program	Authority	Recoupment Relief
♦	♦	HOME ADDRESS	♦	♦	No
♦	♦	Joe test	AL	Officer Accession	DOD Regulations
♦	♦	Joe test	AL	test policy	Law
♦	♦	Joe test	AL	Officer Accession	Law
♦	♦	Joe test	AL	Officer Accession	DA Policy
♦	♦	Joe test	AL	MOS Conversion	DOD Regulations
♦	♦	Joe test	AL	Chaplin and JAG CSRB	ARNG Policy
♦	♦	John Smith	AL	MOS Conversion	DOD Regulations

Exception to Policy System Guide

View Action History

Incentive Manager Exception to Policy Form

Current Status: Draft

Soldier Information		ETP Information	
* SSN:	* Soldier First Name: JOHN	* Last Name: SMITH	* RCC: TPU
		State: AL ▾	
Description: test			

* Contract Type: Officer Accession ▾

* Bonus Program: OFFICER ACCESSION GYR (20090301 - 20100615) ▾

* Authority: -Select Authority- ▾

Check if this ETP grants relief from recoupment

DOCUMENTS

Type	Description	File Name	Size (KB)
Delete	Open	Applicant Statement	Applicant Statement.txt
Delete	Open	State Memorandum	State Memorandum.txt

Notes

At any time during the ETP request process, the Action History can be viewed.

Fields with * are required.

Exception To Policy (ETP) Center 20110923

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Exception to Policy System Guide

View Action History

The Action History will show the progression of the ETP request.

Action History			
Action	User	Date/Time	Remark
Save Draft	olga.shirokova	2/7/2011 5:09:41 PM	
Save Draft	ulyashirokova	2/7/2011 5:10:24 PM	
Submit to NGB	olga.shirokova	2/7/2011 5:10:54 PM	
Assign AOs	olga.shirokova	2/7/2011 5:12:09 PM	
Approve	olga.shirokova	2/7/2011 5:13:20 PM	
2nd AO disagree with 1st AO	thara.asokan	2/7/2011 5:14:13 PM	Disagree
Deny	thara.asokan	2/7/2011 5:15:36 PM	Review Board denies
Agree with Review Board	thara.asokan	2/7/2011 5:16:38 PM	

CLOSE WINDOW

Exception to Policy System Guide

Submit ETP Request to NGB

Incentive Manager Exception to Policy Form

Current Status: Draft

Soldier Information		ETP Information	
* SSN:	* Soldier First Name: JOHN	* Last Name: SMITH	* RCC: TPU
		State: AL ▾	
Description: test			

* Contract Type: Officer Accession ▾

* Bonus Program: OFFICER ACCESSION GYR (20090301 - 20100615) ▾

* Authority: -Select Authority- ▾

Check if this ETP grants relief from recoupment

DOCUMENTS				
	Type	Description	File Name	Date/Time Uploaded
Delete	Open	Applicant Statement	Applicant Statement.txt	2/21/2011 5:25:23 PM
Delete	Open	State Memorandum	State Memorandum.txt	0

Notes

Once all required fields are completed, the ETP request can be submitted to NGB.

Fields with * are required.

Exception to Policy System Guide

Submit ETP Request to NGB

The screenshot shows the Management Center (MARC) ETP interface. On the left, there's a navigation menu with items like Draft, Returned to state by NGB, Submitted by state to NGB, 1st AO review, 2nd AO review, Review Board, Branch Chief Review, Division Chief Signature, and Response. The 'Submitted by state to NGB' item is highlighted with a blue circle. A tooltip box points to this item with the text: "Submitted ETP requests will show up in the 'Submitted by state to NGB' bin." Below the menu, there's a table with columns for ETP, SSN, Name, State, Policy, Bonus Program, Authority, Officer Accession, and APNG Policy. The table has several rows, with the last row being highlighted in grey. At the bottom right of the interface, there's a toolbar with icons for Print, Copy, Paste, and Refresh Metadata.

ETP	SSN	Name	State	Policy	Bonus Program	Authority	Officer Accession	APNG Policy
♦	1234567890	JOHN SMITH	AL	AL	AL	1	Yes	

Exception to Policy System Guide

NGB Processes ETP Request

The screenshot shows the Management Center (MARC) ETP interface. At the top, there are two tabs: "Management Center (MARC) (ETP)" and "ETP Center (SRIP)". Below the tabs, a sidebar lists various states of an ETP request:

- Returned to state by NGB
- Submitted by state to NGB
- 1st AO review
- 2nd AO review
- Review Board
- Branch Chief Review
- Division Chief Signature
- Response

A blue callout box points from the "Submitted by state to NGB" item to a note in the main content area:

Submitted ETP requests from the State will show up in the 'Submitted by state to NGB' bin.

The main content area displays a table titled "ETP REQUEST (SUBMITTED BY STATE TO NGB)". The table has columns for ETP, SSN, Name, State, Policy, Bonus Program, Authority, and Recoupment Relief. The data in the table is as follows:

ETP	SSN	Name	State	Policy	Bonus Program	Authority	Recoupment Relief
♦	aaa bbbb	First Last	CA	awef asdf answer	Officer-CSRB	DA Policy	No
♦		JOHN SMITH	MD	test	Officer Accession Critical UIC	Law	No
♦			AL	tetws	Officer Accession	ARNG Policy	Yes

At the bottom of the interface, there are several buttons: "Show/Hide Left Menu", "Show/Hide Top Menu", "Refresh Metadata", "Tools" (with icons for Print, Copy, Paste, Find, and Help), and navigation buttons for "Jump to page 1 ▶ or 1 ▷ ▲ ▼".

Exception to Policy System Guide

Action Assigner

Incentive Manager Exception to Policy/Form

Current Status: Submitted by state to NGB

Soldier Information		ETP Information	
* SSN:	* Soldier First Name: JOHN	* Last Name: SMITH	* RCC: TPU
			* State: AL
* Policy: test			

An Action Assigner will be assigned to the ETP request. The action assigner will assign a First Action Officer (1st AO) and Second Action Officer (2nd AO) to review the ETP request.

Type	Description	File Name	Size (KB)
Open	Applicant Statement	Applicant Statement.txt	0
Open	State Memorandum	State Memorandum.txt	0

1st AO 2nd AO

-Select 1st AO- ▾

-Select 2nd AO- ▾

Notes

Fields with * are required.

View Action History Change Log Assign AOs Return to state Close Window

Note: 1st AO and 2nd AO may not be the same person.

Exception To Policy (ETP) Center 20110923

1st AO Review

Exception to Policy System Guide

Incentive Manager Exception to Policy Form

Current Status: 1st AO review

Soldier Information:

* SSN: [Redacted] * Soldier First Name: JOHN * Last Name: SMITH

* ETP Information:

* Policy: test

* Contract Type: Officer Accession ▾
* Bonus Program: OFFICER ACCESSION PAY (20090301 - 20100615) ▾
* Authority: ARNG Pay ▾

Check if this ETP grants relief from requirement Total Amount: \$3

The 1st AO must select a Point of Failure and Total Amount before the ETP can be Approved, Denied, or Returned to State.

Point Of Failure: Select Point Of Failure--
-Select Point Of Failure--
Request Bonus Control Number

Approve
Validate
Establish
Payment

Open
Open

1st AO
Olga Shirokova ▾ Thara Asokan ▾

2nd AO

Decision:
Justification:

1st AO Response

Build Justification ▾ Preview

Notes

DOCUMENTS

option	File Name	Date/Time Uploaded	Uploaded By	Size (KB)
option Statement	Applicant Statement.txt	2/21/2011 5:25:23 PM	Olga Shirokova	0
Memorandum	State Memorandum.txt	2/21/2011 5:25:40 PM	Olga Shirokova	0

View Action History ▾ Change Log

Return to state ▾ Approve ▾ Deny ▾ Close Window

The 1st AO will review the ETP request and has the ability to Approve, Deny, or Return the request back to the State.

Fields with * are required.

Exception to Policy System Guide

Building Justification

Incentive Manager Exception to Policy Form

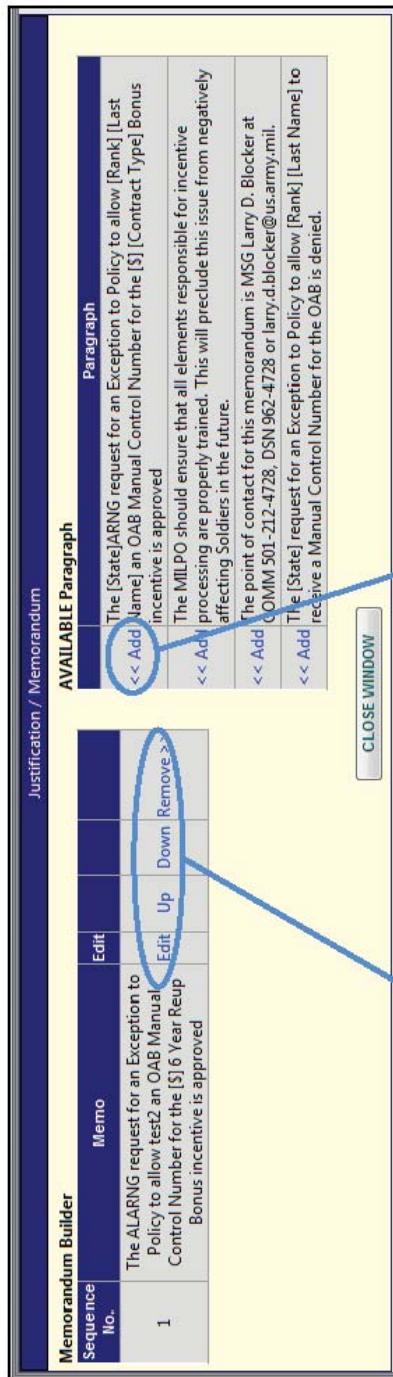
Current Status: 1st AO review

* SSN:	* Soldier First Name:	JOHILL	* Last Name:	SMITH	* RCC:	TPU	* State:	AL
ETP Information								
* Policy: teet								
* Contract Type: Officer Accession								
* Bonus Program: OFFICER ACCESSION 6YR (20090301 - 20100515)								
* Authority: ARNG Policy								
Check if this ETP grants relief from recent policy changes								
Point Of Failure: Approve								
Total # of Justifications: 1								
DOCUMENTS								
Type	Description	File Name	Applicant Statement.txt	State Memorandum.txt				
Open	Applicant Statement	Applicant Statement.txt						
Open	State Memorandum	State Memorandum.txt						
1st AO	2nd AO							
Olga Shirokova	Thara Asokan							
1st AO Response								
Decision:								
Justification:								
1. The ALARNG request for an Exception to Policy to allow SMITH an OAB Manual Control Number for the [S] OFFICER ACCESSION 6YR Bonus incentive is approved								
Build Justification								
Review								
Notes								
View Action History								
Change Log								
Fields with * are required.								
Return to state								
Approve								
Deny								
Close Window								

When the 1st AO reviews the request and is ready to make a decision, justification must be built to support the decision.

Exception To Policy (ETP) Center 20110923

Building Justification



The 1st AO can 'Edit' the paragraph to include specific information, arrange the paragraphs in the correct order by moving them 'Up' and 'Down', and can 'Remove' the paragraph which will send it back in to the right column.

The 1st AO can select justification from the available paragraphs on the right, and 'Add' them on the left. The paragraphs added will build a memorandum within the request.

Exception to Policy System Guide

Viewing Justification

Incentive Manager Exception to Policy Form

Current Status: 1st AO review

* SSN: 123456789	* Soldier First Name: Test	* Last Name: Soldier	* RCC: AGR	State: MD
* Policy: policy 6		Description: desc 6		
<p>* Contract Type: Select Type- ▾</p> <p>* Bonus Program: Select Program- ▾</p> <p>* Authority: Law</p> <p>Point Of Failure: Select Point Of Failure- ▾</p> <p>Check if this ETP grants relief from recoupment <input type="checkbox"/></p> <p>Total Amount: \$</p> <p>No documents found.</p> <p>1st AO 2nd AO</p> <p>Sunita Allverdt Charles Sines</p> <p>1st AO Response</p>				
<p>DOCUMENTS</p> <p>Justification the 1st AO just built can be previewed in PDF format by selecting 'Preview.'</p> <p>Decision:</p> <p>1. The MD request for an Exception to Policy to allow ABC Soldier LastName an OAB Manual Control Number or the [S] Bonus incentive is approved</p> <p>2. The MILPO should ensure that all elements responsible for incentive processing are properly trained. This will preclude this issue from negatively affecting Soldiers in the future.</p> <p>Build Justification</p> <p>Preview</p> <p>Notes</p>				
<p>Fields with * are required.</p> <p>View Action History Change Log</p> <p>Return to state Approve Deny Close Window</p>				

Exception To Policy (ETP) Center 20110923

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Exception to Policy System Guide

PDF Preview of the 1st AO Justification

NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1982

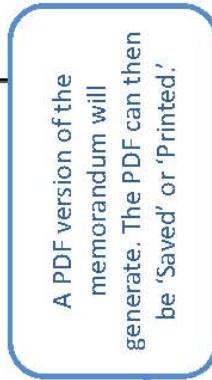
ARNG-GSE

MEMORANDUM FOR Alabama Army National Guard (AL ARNG) ATTN: State Incentive Manager, TAG-AL (ALESO), P.O Box 3711, Montgomery, AL 36109-0711

SUBJECT: Request for Exception to Policy for the _____ 6 Year Repup _____
(test2)

1. The ALARNG request for an Exception to Policy to allow test2 an OAB Manual Control Number for the \$1 6 Year Repup Bonus incentive is approved

A PDF version of the memorandum will generate. The PDF can then be 'Saved' or 'Printed.'



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Exception To Policy (ETP) Center 20110923

Exception to Policy System Guide

1st AO Approves ETP Request

Incentive Manager Exception to Policy Form

Current Status: 1st AO review

Soldier Information

* SSN: [REDACTED] * Soldier First Name: JOHN * Last Name: SMITH * RCC: TPU State: AL

ETP Information

* Policy: test Description: test

* Contract Type: Officer Accession
* Bonus Program: OFFICER ACCESSION 6YR (20090301 - 20100615)
* Authority: ARNG Policy
Point Of Failure: Approve

Check if this ETP grants relief from record.

When the 1st AO approves the ETP request, and has built justification, then the ETP request is sent to the 2nd AO for review.

Type	Description	File Name
Open	Applicant Statement	Applicant Statement.txt
Open	State Memorandum	State Memorandum.txt

DOCUMENTS

1st AO	2nd AO	1st AO Response
Olga Shirokova	Thara Asokan	

Decision:

Justification:

1. The ALARM request for an Exception to Policy to allow SMITH an OAB Manual Control Number for the [\$] OFFICER ACCESSION 6YR Bonus incentive is approved

Build Justification Preview Policies

View Action History Change Log

Return to state **Approve** Deny Close Window

Fields with * are required.

Exception To Policy (ETP) Center 20110923

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Exception to Policy System Guide

1st AO Denies ETP Request

Incentive Manager: Exception to Policy Form

Current Status: 1st AO review

* SSN: [REDACTED]	* Soldier First Name: JOHN	* Last Name: SMITH	* RCC: TPU	* State: AL
ETP Information				
Description: test				

* Contract Type: Officer Accession

* Bonus Program: OFFICER ACCESSION 6YR (20090301 - 20100615)

* Authority: ARNG Policy

Point Of Failure: Approve

Check if this ETP grants relief from record:

Total / 1

Type	Description	File Name	Applicant Statement	Notes
Open	Applicant Statement	Applicant Statement.txt		
Open	State Memorandum	State Memorandum.txt		

1st AO Response

Decision:

Justification:

1. The ALARM request for an Exception to Policy to allow SMITH an OAB Manual Control Number for the [S] OFFICER ACCESSION 6YR Bonus incentive is approved

Build Justification

Review

Notes

View Action History

Change Log

Return to state

Approve

Deny

Close Window

Fields with * are required.

When the 1st AO denies the ETP request, and has built justification, then the ETP request is sent to the 2nd AO for review.

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Exception To Policy (ETP) Center 20110923

Exception to Policy System Guide

1st AO Sends ETP Request Back to State

The screenshot shows the Management Center MARC (ETP) interface. On the left, the ETP Center (SRIP) section displays a table of requests:

	Draft	Returned to state by NGB	Submitted by state to NGB	1st AO review	2nd AO review	Review Board	Branch Chief Review	Division Chief Signature	Response
20	2	3	1	2	1	0	0	0	12

A callout box points to the 'Returned to state by NGB' row (highlighted in blue), containing the number '2'. A note states: "When the ETP request is returned to the State by the 1st AO it will show up in the 'Returned to state by NGB' bin. From here, the returned requests can be edited by the State."

On the right, the ETP REQUEST (RETURNED TO STATE BY NGB) section shows a table of returned requests:

ETP	SSN	Name	State	Policy	Bonus Program	Authority	Recoupment Relief
<input checked="" type="checkbox"/>							
♦	9999 9999	AL	999999	AL	Prior Service 3 Year	ARNG Policy	Yes
♦	First Last	AL	tgnfh	Chapin and JAG CSRB	ARNG Policy	No	

Exception to Policy System Guide

2nd AO Review

Incentive Manager Exception to Policy Form

Current Status: 2nd AO review - 1st AO Opinion: Approval

* SSN: [.....]	* Soldier First Name: JOHN	* Last Name: SMITH	* RCC: TPU	State: AL
* Contract Type: Officer Accession		ETP Information		
* Bonus Program: OFFICER ACCESSION 6YR (20090301 - 20100615)		<input type="checkbox"/> Check if this ETP grants relief from recoupment Total Amount: \$ 2000		
* Authority: ARNG Policy				
Point Of Failure: Approve		<input type="button" value="Build Justification"/> <input type="button" value="Preview"/> <input type="button" value="Notes"/>		

DOCUMENTS

Type	Description	File Name	Date/Time Uploaded	Uploaded By	Size (KB)
Open	Applicant Statement	Applicant Statement.txt	2/21/2011 5:25:23 PM	Olga Shirokova	0
Open	State Memorandum	State Memorandum.txt	2/21/2011 5:25:40 PM	Olga Shirokova	0

1st AO
Olga Shirokova

2nd AO
Thara Asokan

1st AO Response

Decision:
Justification:

1. The ALARNG request for an Exception to Policy to allow SMITH an OAB Manual Control Number for the [S] [REDACTED]

Fields with * are required.

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Exception To Policy (ETP) Center 20110923

Exception to Policy System Guide

2nd AO Agrees with 1st AO

Incentive Manager Exception to Policy Form

Current Status: 2nd AO review - 1st AO Opinion: Approval

* SSN:	* Soldier First Name: JOHN	* Last Name: SMITH	* RCC: TPU	State: AL												
* Policy: test		Description: <input type="text"/>														
* Contract Type: Officer Accession	* Bonus Program: OFFICER ACCESSION 6YR (20090301 - 20100615) * Authority: ARNG Policy Point Of Failure: Approve															
<table border="1"> <thead> <tr> <th>Type</th> <th>Description</th> <th>Uploaded By</th> <th>Size (KB)</th> </tr> </thead> <tbody> <tr> <td>Open</td> <td>Applicant Statement</td> <td>Olga Shirokova</td> <td>0</td> </tr> <tr> <td>Open</td> <td>State Memorandum</td> <td>Olga Shirokova</td> <td>0</td> </tr> </tbody> </table>					Type	Description	Uploaded By	Size (KB)	Open	Applicant Statement	Olga Shirokova	0	Open	State Memorandum	Olga Shirokova	0
Type	Description	Uploaded By	Size (KB)													
Open	Applicant Statement	Olga Shirokova	0													
Open	State Memorandum	Olga Shirokova	0													
The 2nd AO can Agree with the 1st AO. The ETP request will be sent to the Branch Chief for final Review.																
<table border="1"> <tr> <td>1st AO</td> <td>2nd AO</td> </tr> <tr> <td>Olga Shirokova</td> <td>Thara Asokan</td> </tr> </table>					1st AO	2nd AO	Olga Shirokova	Thara Asokan								
1st AO	2nd AO															
Olga Shirokova	Thara Asokan															
1st AO Response																
Decision:	1. The ALARNG request for an Exception to Policy to allow SMITH an OAB Manual Control Number for the [S] OFFICER ACCESSION 6YR Bonus incentive is approved															
Justification:	<input type="text"/>															
Fields with * are required.																
2nd AO agrees with 1st AO																
View Action History Change Log <input type="button" value="Preview"/> Notes																
<input type="button" value="Build Justification"/> <input type="button" value="Preview"/> Notes																
<input type="button" value="View Action History"/> <input type="button" value="Change Log"/> <input type="button" value="Preview"/> Notes																
<input type="button" value="2nd AO disagrees with 1st AO"/> <input type="button" value="2nd AO agrees with 1st AO"/> <input type="button" value="Return to state"/> <input type="button" value="Close Window"/>																

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Exception To Policy (ETP) Center 20110923

Exception to Policy System Guide

2nd AO Disagrees with 1st AO

Incentive Manager Exception to Policy Form

Current Status: 2nd AO review - 1st AO Opinion: Approval

* SSN:	* Soldier First Name: JOHN	* Last Name: SMITH	* RCC: TPU	State: AL
* Policy: test		Description: [empty text area]		
* Contract Type: Officer Accession	* Bonus Program: OFFICER ACCESSION 6YR (20090301 - 20100615) * Authority: ARNG Policy Point Of Failure: Approve			
Check if this ETP grants relief from recall: <input type="checkbox"/> Total, <input type="checkbox"/> Partially, <input type="checkbox"/> None				
Type	Description	Applicant Statement	File Name	DOCUMENTS
Open	Applicant Statement	State Memorandum	Applicant Statement.txt	State Memorandum.txt
Open	State Memorandum			
1st AO	2nd AO	Thara Asokan		1st AO Response
Decision:				
Justification:	1. The ALARNG request for an Exception to Policy to allow SMITH an OAB Manual Control Number for the [S] OFFICER ACCESSION 6YR Bonus incentive is approved			
Fields with * are required. 2nd AO agrees with 1st AO 2nd AO disagree with 1st AO Return to state Close Window				

The 2nd AO can Disagree with the 1st AO. When this happens, the ETP request will be sent to the Review Board.

[View Action History](#) [Change Log](#) [Preview](#) [Notes](#)

Exception To Policy (ETP) Center 20110923

Exception to Policy System Guide

2nd AO Sends ETP Request Back to State

The screenshot shows two main windows of the Management Center IMARC (ETP) application.

ETP Center (SRIP) Window:

Step	Description
1	Submitted by state to NGB
2	Returned to state by NGB
3	Initiate new ETP request
4	1st AO review
5	2nd AO review
6	Review Board
7	Branch Chief Review
8	Division Chief Signature
9	Response
10	Draft

A callout box highlights step 2: "Returned to state by NGB". A blue line connects this box to the "Returned to state by NGB" row in the table below.

ETP REQUEST (RETURNED TO STATE BY NGB) Window:

ETP	SSN	Name	State	Policy	Bonus Program	Authority	Recoupment Relief
20	9999 9999	AL	999999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12	First Last	AL	fghfh	<input checked="" type="checkbox"/>	Prior Service 3 Year	ARNG Policy	Yes
0				<input checked="" type="checkbox"/>	Chapin and JAG CSRB	ARNG Policy	No

Exception to Policy System Guide

Review Board Recommendation

Incentive Manager: Exception to Policy Form

Current Status: Review Board - 1st AO Opinion Approval - 2nd AO Opinion: Disagrees with 1st AO																
Soldier Information * SSN: <input type="text"/> * Soldier First Name: <input type="text"/> JOHN * Last Name: <input type="text"/> SMTTH * RCC: <input type="text"/> TPU * State: <input type="text"/> AL																
ETP Information * Policy: <input type="text"/>																
* Contract Type: Officer or PPI * Bonus Program: Health Professional Bonus \$5,000 (20051001 - 20100930) <input checked="" type="checkbox"/> * Authority: DA Policy																
Point Of Failure: Request Bonus Control Number ►																
Total Amount: \$1500.00																
Check if this ETP grants relief from recruitment <input checked="" type="checkbox"/>																
Description: <input type="text"/> Test																
The Review Board will review the ETP request and make a decision based on both 1st AO and 2nd AO responses. The Review Board can either Approve or Deny the request. Once this happens, the ETP request will be sent to the Branch Chief for final review.																
DOCUMENTS																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type</th> <th>Description</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Open"/></td> <td>Applicant Statement 2nd AO Thara Asokan</td> <td>test.txt 11/09/2010 10:45:00 AM</td> </tr> <tr> <td><input type="button" value="Close"/></td> <td>1st AO Response Olga Shirokova</td> <td></td> </tr> <tr> <td><input type="button" value="Delete"/></td> <td>2nd AO Response</td> <td></td> </tr> <tr> <td><input type="button" value="Print"/></td> <td>Review Board Response</td> <td></td> </tr> </tbody> </table>		Type	Description	Date/Time	<input type="button" value="Open"/>	Applicant Statement 2nd AO Thara Asokan	test.txt 11/09/2010 10:45:00 AM	<input type="button" value="Close"/>	1st AO Response Olga Shirokova		<input type="button" value="Delete"/>	2nd AO Response		<input type="button" value="Print"/>	Review Board Response	
Type	Description	Date/Time														
<input type="button" value="Open"/>	Applicant Statement 2nd AO Thara Asokan	test.txt 11/09/2010 10:45:00 AM														
<input type="button" value="Close"/>	1st AO Response Olga Shirokova															
<input type="button" value="Delete"/>	2nd AO Response															
<input type="button" value="Print"/>	Review Board Response															
Decision: Approval Justification: Opinion: Disagrees with 1st AO Review Board Response																
Decision: Justification: Opinion: Disagrees with 1st AO Review Board Response																
1. The ALARNG request for an Exception to Policy to allow SMTTH an O&B Manual Control Number for the [S1] Health Professional Bonus \$5,000 Bonus incentive is approved. 2. The MILPO should ensure that all elements responsible for incentive processing are properly trained. This will prevent this issue from negatively affecting Soldiers in the future.																
Use 1st AO Justification OR Build Justification Preview																
Notes: <input type="text"/>																
View Action History <input type="button"/> Change Log <input type="button"/>																
Fields with * are required.																
Approve <input type="button"/> Deny <input type="button"/> Close Window <input type="button"/>																

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Exception To Policy (ETP) Center 20110923

Exception to Policy System Guide

Review Board Justification

Incentive Manager Exception to Policy Form

Current Status: Review Board - 1st AO Opinion: Approval - 2nd AO Opinion: Disagrees with 1st AO																					
Soldier Information * SSN: <input type="text"/> * Soldier First Name: JOHN * Last Name: SMITH * RCC: TPU State: AL																					
ETP Information * Policy: test Description: test																					
* Contract Type: Officer (P) * Bonus Program: Health Professional Bonus \$5,000 (2005/001 - 2010/0930) * Authority: DA Policy Check if this ETP grants relief from recoupment <input checked="" type="checkbox"/> Point Of Failure: Request Bonus Control Number: <input type="text"/>																					
Total Amount: <input type="text"/>																					
DOCUMENTS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type</th> <th>Description</th> <th>File Name</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr> <td>Open</td> <td>Applicant Statement</td> <td>dfdsf</td> <td>test.txt 1</td> </tr> <tr> <td>1st AO</td> <td>2nd AO</td> <td>Thara Asokan</td> <td><input type="button" value="View"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td>1st AO Response</td> </tr> <tr> <td></td> <td></td> <td></td> <td>2nd AO Response</td> </tr> </tbody> </table>		Type	Description	File Name	Date/Time	Open	Applicant Statement	dfdsf	test.txt 1	1st AO	2nd AO	Thara Asokan	<input type="button" value="View"/>				1st AO Response				2nd AO Response
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Decision: Approval Justification: Opinion: Disagrees with 1st AO																					
Review Board Response Decision: Justification: Opinion: Disagrees with 1st AO																					
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<input type="button" value="Use 1st AO Justification"/> OR <input type="button" value="Build Justification"/> <input type="button" value="Preview"/>																					

The Review Board must build justification for their decision by 'Using 1st AO Justification' or 'Build Justification' on their own.

Exception To Policy (ETP) Center 20110923

Exception to Policy System Guide

Viewing Review Board Justification

Incentive Manager Exception to Policy Form

Current Status: Review Board - 1st AO Opinion: Approval - 2nd AO Opinion: Disagrees with 1st AO

Soldier Information	
* SSN:	* Soldier First Name: JOHN
	* Last Name: SMITH
ETP Information	
* Policy:	test
Description: Test	

* Contract Type: Officer (PI)

* Bonus Program: Health Professional Bonus \$5,000 (2005/001 - 2010/0930)

* Authority: DA Policy

Point Of Failure: Request Bonus Control Number ▾

Total Amount: \$ 15000.00

Check if this ETP grants relief from recoupment

Justification the Review Board just built can be previewed in PDF format by selecting 'Preview'.

DOCUMENTS				
Open	Type	Description	File Name	Date/Time Uploaded
	Applicant Statement	dfdsf	test.txt	11/6/2010 10:47:32 PM

Uploaded By: Olga Shirokova

Decision: Approval

Justification:

Opinion: Disagrees with 1st AO

Review Board Response

Decision:
Justification:
1. The ALARNG request for an Exception to Policy to allow SMITH an OAB Manual Control Number for the [S] Health Professional Bonus \$5,000 Bonus incentive is approved
2. The MILPO should ensure that all elements responsible for incentive processing are properly trained. This will prevent this issue from negatively affecting Soldiers in the future.

Use 1st AO Justification Or Build Justification Preview

Notes

View Action History Change Log

Exception To Policy (ETP) Center 20110923

Exception to Policy System Guide

PDF Preview of Review Board Justification

NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-3882

ARNG-GSE

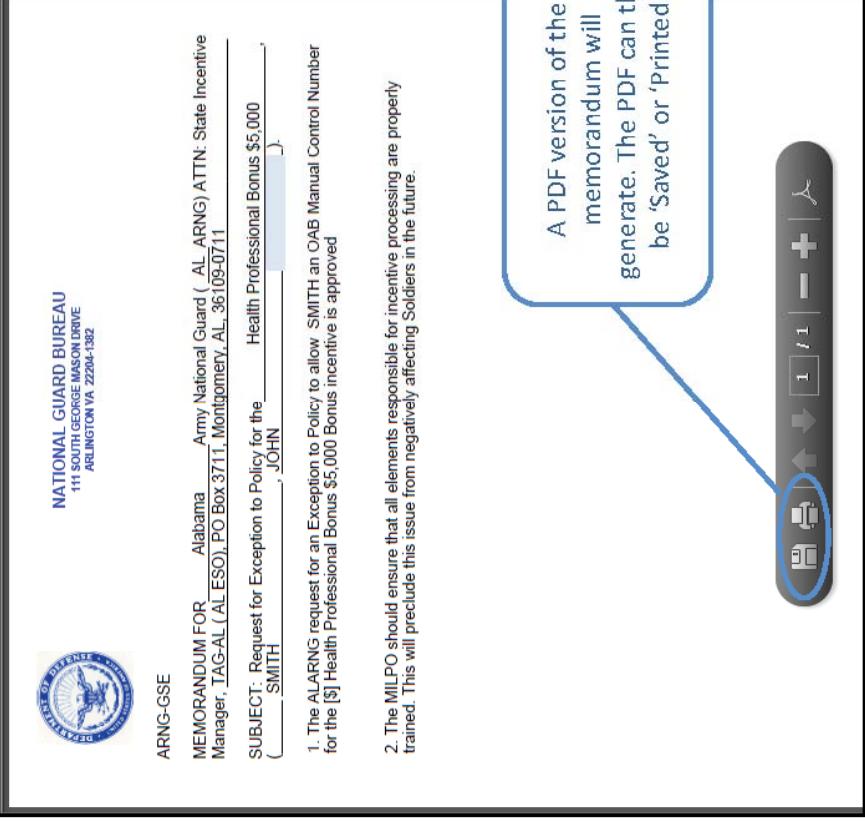
MEMORANDUM FOR Alabama Army National Guard (AL ARNG) ATTN: State Incentive Manager, TAG-AL (AL ESO), PO Box 3711, Montgomery, AL, 36105-0711

SUBJECT: Request for Exception to Policy for the [REDACTED] Health Professional Bonus \$5,000 [REDACTED]. JOHN [REDACTED]

1. The ALARNG request for an Exception to Policy to allow SMITH an OAB Manual Control Number for the [REDACTED] Health Professional Bonus \$5,000 Bonus incentive is approved

2. The MILPO should ensure that all elements responsible for incentive processing are properly trained. This will preclude this issue from negatively affecting Soldiers in the future.

A PDF version of the memorandum will generate. The PDF can then be 'Saved' or 'Printed.'



The PDF preview interface includes a title bar with 'PDF PREVIEW' and 'PRINT', a toolbar with icons for back, forward, search, and file operations, and a status bar at the bottom right.

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Exception To Policy(ETP) Center 20110923

Exception to Policy System Guide

Branch Chief Review

Incentive Manager Exception to Policy Form					
Current Status: Branch Chief Review -1st AO Opinion: Approval - 2nd AO Opinion: Disagrees with 1st AO					
Soldier Information					
* SSN: <input type="text"/>	* Soldier First Name: <input type="text"/>	* Last Name: <input type="text"/>	* RCC: <input type="text"/> AGR	State: <input type="text"/> AL	
ETP Information					
* Policy: <input type="text"/> test	Description: <input type="text"/> Create				
* Contract Type: Officer Accession <input type="text"/> Officer Accession					
* Bonus Program: Officer Accession MTOE (2007/0616 - 2009/0228) <input type="text"/>					
* Authority: ARNG Policy <input type="text"/>					
Check if this ETP grants relief from recoupment					
Point Of Failure: -Select Point Of Failure-- <input type="text"/>					
Total Ar					
DOCUMENTS					
Open	Type	Description	File Name	Date/Time Uploaded	
1st AO Cherry Minton	NGB22	test	test.txt	11/1/20	
Decision: Approval Justification:					
Opinion: Disagree with 1st AO					
Review Board Response					
Decision: Approval Justification: Use 1st AO justification.					
Notes					
View Action history <input type="button" value="View Action history"/> Change Log <input type="button" value="Change Log"/>					
Fields with * are required. <input type="button" value="Send back to 1st AO"/> Agree with 1st AO <input type="button" value="Agree with Review Board"/> Close Window <input type="button" value="Close Window"/>					

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Exception To Policy (ETP) Center 20110923

Exception to Policy System Guide

Final ETP Request Decision

The screenshot shows the Management Center (MARC) ETP interface. On the left, a summary table lists various stages of the process:

	ETP Center (SRIP)	20
Draft		
Returned to state by NGB		2
Submitted by state to NGB		3
1st AO review		1
2nd AO review		2
Review Board		1
Branch Chief Review		0
Division Chief Signature		0
Response		12

A callout box highlights the 'Response' row with the value '12'. A note states: "When a decision has been made on the ETP request, a Response from NGB will be returned to the State's 'Response' bin."

On the right, a table titled "ETP REQUEST (RESPONSE)" displays the responses:

ETP	SSN	Name	State	Policy	Bonus Program	Authority	Recoupment Relief	1st AO	2nd AO	Final
	<input checked="" type="checkbox"/>									
		BEARDEN JOSHUA STEVEN	AL	Test	NPS 67RC CS TSC 1-HIB \$5000	ARNG Policy	No	thara.asokan	qing.liu	Approval

Final Response PDF

Current Status: Response - 1st AO Opinion: Approval - 2nd AO Opinion: Disagrees with 1st AO - Final Response: Approval																										
<table border="1"> <tr> <td>* SSN: <input type="text"/></td> <td>* Soldier First Name: <input type="text"/> [Jack]</td> <td>* Last Name: <input type="text"/> [Smith]</td> <td>* RCC: <input type="text"/> [AGR]</td> <td>State: <input type="text"/> [MD]</td> </tr> <tr> <td colspan="5">Description: <input type="text"/> [cmrbcmrb]</td> </tr> </table>	* SSN: <input type="text"/>	* Soldier First Name: <input type="text"/> [Jack]	* Last Name: <input type="text"/> [Smith]	* RCC: <input type="text"/> [AGR]	State: <input type="text"/> [MD]	Description: <input type="text"/> [cmrbcmrb]					<p>The final response can be viewed in PDF format by selecting 'View Justification'</p>															
* SSN: <input type="text"/>	* Soldier First Name: <input type="text"/> [Jack]	* Last Name: <input type="text"/> [Smith]	* RCC: <input type="text"/> [AGR]	State: <input type="text"/> [MD]																						
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		Branch Chief Response																								
View Action History Change Log View Justifications Close Window																										

Exception to Policy System Guide

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Exception To Policy (ETP) Center 20110923

Enclosure 4

November 2011

Exception to Policy System Guide

Final Response PDF

NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARMED FORCES NATIONAL GUARD BUREAU
HEADQUARTERS
111 S. GEORGE MASON DR.
ARLINGTON, VA 22204-1382

MEMORANDUM FOR Alabama Army National Guard (AL ARNG) ATTN: State Incentive Manager, TAG-AL (AL ESO), PO Box 3711, Montgomery, AL 36109-0711

SUBJECT: Request for Exception to Policy for the _____ NPS \$10,000 _____.

1. The AL request for an Exception to Policy to allow LastName an OAB Manual Control Number for the [\\$] NPS \$10,000 Bonus incentive is approved

2. The MILPO should ensure that all elements responsible for incentive processing are properly trained. This will preclude this issue from negatively affecting Soldiers in the future.

3. The AL request for an Exception to Policy to allow to receive a Manual Control Number for the OAB is denied.

A PDF version of the memorandum will generate. The PDF can then be 'Saved' or 'Printed.'



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Exception To Policy (ETP) Center 20110923

Notification of Exception to Policy Results Memorandum

STATE LETTERHEAD

OFFICE SYMBOL

DATE

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

SUBJECT: Notification of Exception to Policy Result

1. Your Exception to Policy (ETP) request has been reviewed by the National Guard Bureau (NGB). The results of that review are enclosed.
2. If your ETP request was approved, this has been annotated in your personnel record and the issue is considered resolved. Any remaining payments will be made IAW payment schedule.
3. If your ETP request was denied, you will receive additional correspondence pertaining to any termination and/or recoupment amount required.
4. Should you have any questions regarding this notification, please contact the State Incentive Manager at PHONE NUMBER or EMAIL ADDRESS, or by mail at MAILING ADDRESS.

NAME
RANK
STATE Incentive Manager

Notification of Indebtedness Memorandum

STATE LETTERHEAD

OFFICE SYMBOL

DATE

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

SUBJECT: Notice of Indebtedness

1. You have been found to be indebted to the U.S. Government as shown below:

INCENTIVE TYPE, \$XX,XXX, 31 U.S.C. section 3702

INCENTIVE TYPE, \$XX,XXX, 31 U.S.C. section 3702

2. I have taken action to collect this debt in accordance with the Department of Defense Financial Management Regulation (DODFMR) Volume 7A, Military Pay Policy and Procedures. In accordance with NGR 37-104-3 Para 7-3(b)(2), review, complete, and mail the attached Response to Notification of Indebtedness to United States Property and Fiscal Office (USPFO) for STATE within 30 days in the enclosed envelope. You may file a claim with the Army Board of Correction for Military Records (ABCMR) in accordance with AR 15-185, if you believe there has been an error or injustice. However, you must respond to USPFO within 30 days to prevent this debt from being collected prior to ABCMR review and decision.

3. You are hereby notified that as required by Office of Management and Budget (OMB) Circular A-123, Appendix C, Part III, your receipt of this erroneous pay or allowance may be reported publicly on the federal government site: <http://www.paymentaccuracy.gov/>.

4. Under the provisions of Title 10 U.S.C. section 2774, you have the right to request either remission of the debt or waive its repayment if there is no evidence of fraud, misrepresentation, fault, or lack of good faith. However, no one is entitled to unearned pay, and only in very unusual circumstances will a remission or waiver request be approved. The debt may not be waived merely because it resulted from an administrative error. The facts you provide if you choose to request remission or waiver must clearly explain that collection would not serve the best interests of the United States.

5. Applications for remission and/or waiver must be received through the USPFO for CA to Defense Finance and Accounting Service (DFAS) within 3 years regarding the erroneous pay or allowance. Submission timeliness is of extreme importance. You may visit the (DFAS) website at <http://www.dfas.mil/dfas/debtandclaims.html> for more information.

6. The point of contact for this notification is the Incentive Manager in STATE at MAILING ADDRESS, or via email at EMAIL ADDRESS, or via telephone at PHONE NUMBER.

NAME
RANK
Position

Response to Letter of Indebtedness Memorandum

SOLDIER'S NAME
SOLDIER'S ADDRESS
CITY, STATE ZIP
DATE

USPFO
ATTN: Comptroller

RE: Response to Notice of Indebtedness

1. I (do) or (do not) acknowledge the validity of this debt.
2. I (agree) or (do not agree) to collection action against my pay account.
3. If I agree to this collection action, I request that (the collection be prorated over _____ months) or (up to two thirds of my pay be withheld) or (to resolve this debt via a lump sum payment with the enclosed cashier's check or money order payable to the U.S. Treasury or online using DFAS myPay at <https://mypay.dfas.mil/mypay.aspx>).
4. If I do not acknowledge this debt, a written response is enclosed. Documentation is attached to support this response or ABCMR claim.
5. If you proceed with the collection action, whether or not I acknowledged the debt, I (will) (will not) request a remission or waiver of reimbursement. I (do) (do not) request the assistance of your point of contact in the preparation of the remission or waiver request.
6. If I acknowledged the debt and choose to pay it in lieu of collection, enclosed is a cashier's check or money order, payable to the U.S. Treasury, in the amount of the debt, or I have made payment online using DFAS myPay.

SOLDIER'S NAME
GRADE, LAST 4 SSN