



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3231

NGB-ARH

30 September 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY03 Selected Reserve Incentive Programs (SRIP) Policy Guidance (Policy Number 03-02)

**1. REFERENCES.**

- a. Army Regulation 135-7 2/change 15, Incentive Programs, dated 15 April 1996.
- b. Army National Guard Regulation 600-7, Incentive Programs, dated 26 March 1999.
- c. Policy letter #03-01 Subject: Reenlistment/Extension Bonus Policy Guidance for Fiscal Year 2003 for Army National Guard Soldiers dated 6 AUG 2002.

**2. PURPOSE.** This memorandum establishes policy to administer the ARNG SRIP for FY03. This policy is effective 1 October 2002 through 31 March 2003, unless superceded or rescinded by NGB-ARH. The SRIP is managed within strict Department of Defense and Department of the Army guidelines and within finite budget constraints. Commanders at all levels are required to ensure the program is managed efficiently and effectively to preclude fraud, waste, abuse, or mismanagement.

**3. APPLICABILITY.** This policy guidance is applicable to ARNG soldiers in M-day status.

**4. GENERAL.**

a. The primary purpose of SRIP is to "shape the force". It is imperative we utilize the limited resources available in the bonus program to target critical personnel readiness issues. Critical shortages identified through Unit Status Reports (USR) must be used to focus the bonus program on hard to fill vacancies. As stewards of the bonus program, Military Personnel Officers (MILPOs), Program Managers and Incentive Managers are required to institute control measures to ensure the program is administered as intended.

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b. The Information Management and Reports Center (iMARC) will assist in the management of the bonus program. At its end state, iMARC will fully automate and track in real time the bonus and education benefits received by each ARNG soldier and provide increased accuracy in future program cost projections. This valuable tool will be instrumental in managing the program within budget limitations. The first quarter of FY03 is the transition period for iMARC. Beginning second quarter FY03, all states will be required to use iMARC to administer their incentive program. An aggressive iMARC training program was developed to facilitate a smooth transition to full implementation.

c. Active control measures are required to ensure program accountability. An enlistee will not be allowed to ship to training without a valid training seat reservation in the Request System. The Request Operations Center (ROC) will provide a monthly shipper report to NGB-ARH for review. The Incentive Manager for each State will provide a bonus control number report to NGB-ARH monthly (enclosure 1). The bonus control number reports will continue until the confidence level with iMARC reports is established.

### **5. ELIGIBILITY.**

#### **a. Non-Prior Service (NPS):**

(1) A basic \$3,000 NPS bonus (CAT I-IIIB) will be offered to all units except TDA. The applicant must be enlisted in a vacant and valid position. Excess or documented over-strength positions are not valid positions for an incentive. The soldier must serve in the identified position for a minimum of two years to maintain bonus eligibility.

(2) An additional \$3,000 for a NPS critical MOS enlistment will be offered, provided that the applicant enlists in an MOS from the approved critical MOS list. The soldier must remain in that MOS for the contract period or the incentive will be terminated with recoupment actions on a prorated basis for the period of service not fulfilled. Civilian Acquired Skill Program (CASP) applicants are not authorized the critical MOS bonus.

b. **Off-Peak Ship Bonus:** A bonus of \$2,000 will be offered to applicants who enlist and agree to ship to training during the off-peak period of November 2002 through March 2003. The Off-Peak Ship bonus cannot be used for soldiers enlisting for CASP or split training option.

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c. **NPS Bonus Payment Schedule:** The maximum incentive that can be offered by law is \$8,000. The above bonuses are not paid separately and are not offered separately. The total to be paid to the soldier is the combined total. If a soldier fails to ship to training during the specified period or changes MOS prior to training, those portions will be deducted from the total bonus. The soldier will retain the basic enlistment bonus of \$3,000. However, once the incentive has been fully established upon completion of IADT, failure to fulfill the contract will cause termination of the bonus with recoupment action.

- (1) The soldier will receive the initial payment of 30% upon completion of IADT.
- (2) The second payment of 20% on the third anniversary of enlistment.
- (3) The third payment of 20% on the fourth anniversary date of enlistment.
- (4) The fourth and final payment of 30% will be due on the fifth anniversary date of enlistment.

d. **Prior-Service (PS):** A PS enlistment bonus is offered for prior service soldiers who have completed their Military Service Obligation (MSO) but have less than 14 years total service and meet the following criteria:

- (1) Enlist for a minimum of three years.
- (2) Must be enlisting in an MTOE unit.
- (3) Must be MOS qualified for the position which he/she is enlisting.
- (4) Must be enlisted in a valid vacant position. Documented over-strength or excess positions are not eligible for this incentive.
- (5) The enlistee must have received an honorable discharge at the conclusion of his or her prior military service.
- (6) If enlisting from another reserve component, the soldier must have at least a twelve month break in service to qualify for this bonus. This does not apply if the soldier's position was lost due to inactivation/restructure.

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(7) Has not previously been paid a bonus for enlistment, re-enlistment, extension of an enlistment or an affiliation bonus in a reserve component. This does not preclude the enlistee from receiving the second bonus if available upon completion of the initial three-year enlistment as detailed in PS bonus payment schedule.

**e. PS Bonus Payment Schedule:**

(1) On a three-year enlistment for \$2,500, the soldier will receive \$1,250 (50%) upon enlistment and \$1,250 (50%) upon completion of the third year. If available, at the conclusion of the 1st three-year enlistment, the soldier may re-enlist or extend for an additional three years for \$2,000. These contracts must be consecutive.

(2) The second bonus is payable at \$1,000 (50%) upon re-enlistment/extension and \$1,000 (50%) upon completion of the third year. The soldier will receive back-to-back payments of \$1,250 and \$1,000 at the end of the first bonus and beginning of the second bonus.

(3) The soldier may not be offered a re-enlistment/extension bonus for \$2,500 at the completion of the first three-year prior service bonus. Each bonus must be paid in accordance with the law that governs that particular bonus.

**f. Reenlistment/Extension Bonus.** A reenlistment/extension bonus will be offered to all soldiers provided they meet the following criteria:

(1) Must be reenlisting/extending in an MTOE unit.

(2) Must be MOS qualified for the position which the soldier is reenlisting/extending.

(3) Must be in a valid position. Soldiers carried as overstrength or excess will not be eligible for the bonus.

(4) Must have less than 14 years total military service at Expiration Term of Service (ETS).

(5) Soldier has never received a reenlistment/extension bonus in the past.

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**g. Reenlistment/Extension Bonus Payment Schedule:**

(1) This bonus is offered as two consecutive three-year extensions.

(2) The first three-year reenlistment/extension bonus is \$2,500. The bonus is payable at \$1,250 (50%) upon reenlistment/extension and \$1,250 (50%) upon completion of the third year of the contract.

(3) The second three-year reenlistment/extension bonus is \$2,000. The bonus is payable at \$1,000 (50%) upon reenlistment/extension and \$1,000 (50%) upon completion of the third year. The soldier will receive back to back payments of \$1,250 and \$1,000 at the end of the first three-year term and the beginning of the second three-year term.

**h. Civilian Acquired Skills Program (CASP).**

(1) The CASP bonus will be \$3,000. CASP applicants are not authorized critical MOS bonuses.

(2) For criteria pertaining to CASP MOSs, see NGR 600-200, Chapter 3. For enlistment, the applicant must meet the criteria outlined in NGR 600-7, Chapter 6.

(3) The applicant will sign NGR 600-7-1-R-E. Section II, paragraph 6 will indicate CASP next to the MOS. An applicant who enlists for CASP must remain in that MOS for their entire initial contracted period to maintain bonus eligibility.

(4) The CASP payment schedule is the same as the NPS bonus payment schedule.

**i. Affiliation Bonus.** An Affiliation Bonus is authorized for a PS soldier who, upon release from active duty, possesses the required grade (or no more than one grade below the required grade) and has a remaining military service obligation (MSO). Also, the following additional criteria must be met:

(1) Must be enlisting in an MTOE unit.

(2) Must be enlisting in a valid vacant position. Overstrength and excess positions will not be authorized the affiliation bonus.

(3) The MOS must appear on the DD Form 214 as the PMOS, SMOS, or AMOS, or the soldier must have orders indicating the MOS was awarded while on active duty.

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(4) The soldier must be qualified in that MOS and have that MOS awarded as primary MOS upon enlistment into the ARNG and must have a remaining statutory MSO in accordance with Title 10, U.S. Code, Section 650, and AR 135-91, Table 2-4.

(5) If a soldier is assigned to a position using the substitution rules per DA PAM 611-21, the affiliation bonus will be paid upon the soldier's affiliation with the unit. However, the soldier must complete the required training to become MOS qualified and be awarded the MOS as primary MOS. The soldier will have two years to complete formal training for MOS qualification unless the proponent only offers the training over a longer period such as the multi-phased medical MOS courses. If the soldier does not complete the required training, the bonus will be terminated without recoupment at the end of the 24-month period.

(6) Soldiers who enlisted from another service must be awarded the MOS as primary using the DoD Conversion Manual and Army policies and procedures.

(7) List NGB Form 600-7-4-R-E as Annex B on the DD Form 4 for an enlistment with an Affiliation Bonus processed by the field Recruiting and Retention NCOs. A soldier who enlists through the Reserve Component Transition Program (In-service) will use DA Form 5261-3-R for accession into the ARNG.

(8) Soldiers who are separated from an active component with a Re-entry (RE) Code of 1, 2, or 3, and one of the separation program designator (SPD) codes indicated below are eligible to enlist in the ARNG for the affiliation bonus. They must meet the enlistment/re-enlistment criteria in NGR 600-200, Chapter 2 (annual enlistment criteria memorandum):

KBK, KCA, KCB, KCC, KCF, KDM, MBK, MCA, MCB, MCC, MCF, MDM, JCC, LCC

j. **Affiliation Bonus Payment Schedule.** The payment schedule will be in accordance with NGR 600-7, chapter 4.

k. **Student Loan Repayment Program (SLRP) for NPS.** SLRP will be offered as an enlistment option for NPS enlistees regardless of MOS. However, once the applicant chooses an MOS, the applicant's SLRP eligibility is tied to that MOS for the initial contract period. Those enlistees must meet the following conditions:

(1) Must be in test score category I, II, or IIIA.

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(2) The soldier must have existing loans at the time of enlistment. This is based on disbursement of the loans. Loans established or disbursed after the date of enlistment will not be eligible.

(3) The soldier must enlist for a 6X2 or 8X0 contract period.

(4) The amount of SLRP will not exceed \$10,000.

(5) An applicant must be enlisted against a vacant MTOE position. Documented over-strength or excess positions are not eligible for this incentive. Glossary Non-prior service applicants are not eligible for any incentive.

(6) NPS enlistees who select SLRP will not be authorized a simultaneous NPS enlistment bonus.

**I. SLRP for Reenlistment/Extension.** ARNG soldiers with existing loans at current ETS, may reenlist or extend for a term of service that will provide a contractual obligation of not less than 3 years from the date of the SLRP agreement. Current ARNG soldiers must also meet the following criteria to select SLRP for reenlistment/extension:

(1) Must be reenlisting/extending in an MTOE unit.

(2) Must be MOS qualified for the position which the soldier is reenlisting/extending.

(3) Must be in a valid position. Soldiers carried as overstrength or excess will not be eligible for this incentive.

(4) Soldier may extend for an additional 3 years upon completion of the initial extension and retain SLRP eligibility. This allows the soldier to maximize full utilization of the \$10,000 SLRP limit.

(5) The amount of SLRP will not exceed \$10,000 with a maximum payment of 15 percent or \$500 which ever is greater. Payment is based on the original principal and does not include interest.

(6) Soldier must have served the last 3 consecutive years in an active status in a unit of the ARNG. Periods of Inactive National Guard service constitute a break.

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(7) Soldier must not have received the SLRP as an enlistment, re-enlistment, or extension option in the Selected Reserve in the past. This limitation does not apply to a soldier reenlisting/extending for a second three-year contract as mentioned in paragraph 5 l. (4) above. A soldier re-enlisting or extending in the 90-day window will not be authorized payment on loans established after the contract has been signed. Loans established after the date of re-enlistment or extension are not eligible for SLRP.

(8) Soldier must have less than 14 years total service at their current ETS.

(9) Current members with existing loans who are ineligible for a reenlistment/extension bonus must extend for 6 years (2 consecutive 3-year extensions) to gain eligibility for SLRP.

(10) Soldiers reenlisting/extending are not authorized simultaneous receipt of SLRP and a reenlistment/extension bonus.

m. USAR soldiers currently receiving a bonus or SLRP who voluntarily enlist in the ARNG or enlist in the ARNG due to unit transition will retain their bonus or SLRP if they meet the following criteria:

(1) Soldier must be assigned to an MTOE unit.

(2) Soldier must be MOS qualified.

(3) Soldier must be assigned to a valid vacant position and hold as primary MOS the MOS required for that position. Documented over-strength or excess positions are not eligible to retain existing bonus/SLRP. SLRP is limited to \$10,000.

n. Soldiers eligible for incentives will retain eligibility while attending Officer Candidate School or Warrant Officer Candidate course up to the date of commissioning or appointment. A soldier's incentives will terminate upon entry in the SMP/ROTC advanced course effective on the date of order to the course. If the soldier receives an ROTC scholarship termination will be effective on the college class start date.

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6. Point of contact is SFC Peters([kendall.peters@ngb.army.mil](mailto:kendall.peters@ngb.army.mil)), DSN 327-5878, or 703-607-5878, or MAJ Clays ([timothy.clays@ngb.army.mil](mailto:timothy.clays@ngb.army.mil)), DSN 327-5905, or 703-607-5905.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

2 Encls  
1. Bonus Control # Rpt  
2. Critical MOS List

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ROSS B. DEBLOIS  
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