



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

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

NGB-ARM

09 January 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Authorization to add OFF-Peak Bonus (Policy Number 04-03).

1. Reference NGB-ARM SRIP Policy Guidance #04-01, 26 September 2003.
2. This memorandum is to provide authorization for soldiers who wish to change their ship date after their date of enlistment and, subsequently ship to training earlier authorizing them to obtain the off-peak bonus amount offered for that policy period.
3. Soldiers will only be allowed to obtain this incentive after their date of enlistment if changing of ship dates will reduce the amount of time spent in the training pipeline. Soldiers who are currently scheduled to ship outside the authorized period and wish to change their date to ship during the present authorized period will sign the Off-Peak memorandum and attach it to the original bonus contract.
4. All contract renegotiation actions as a results of this memorandum are required to be entered into the information Management And Reporting Center (iMARC).
5. Point of contact: SFC Donald L. Gay, DSN 327-7738 or 703-607-7738 or e-mail donald.gay@ngb.army .mil.

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**RORY T. FROEHLICH
COL, NGB
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and Resources Division.**

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