

HEADQUARTERS UTAH NATIONAL GUARD
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UNTG REGULATION 135-7

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Personnel Procurement

SELECTED RESERVE INCENTIVE PROGRAM (SRIP) PAY PROCEDURES

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*This regulation supercedes previous editions.

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Personnel Procurement

SELECTIVE RESERVE INCENTIVE PROGRAM (SRIP) PAY PROBLEMS

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CHAPTER 1

GENERAL

1-1. **PURPOSE:** This regulation is designed to establish uniform procedures for the preparation and submission of all transactions related to the Selected Reserve Incentive Program.

1-2 **REFERENCES:**

- a. AR 135-7
- b. NGR 600-7

1-3 **SCOPE:** This regulation applies to all units of the Utah Army National Guard. Supplementation of this regulation is not authorized unless approval is received from the Deputy Chief of Staff for Personnel, TAGO, Utah.

1-4 **SUGGESTED IMPROVEMENTS:** Users are invited to send comments and suggested improvements to The Adjutant General, State of Utah, ATTN: UT-G-1-SRIP, PO Box 1776, Draper, UT 84020-1776, or call the SRIP Manager at 523-4184.

1-4 **DEFINITIONS:**

ADT	Active Duty for Training
AGR	Active Guard/Reserve
AIT	Advanced Individual Training
BIR	Bonus Incentive Roster (State generated report from the SIDPERS Data Base)
CSB	Critical Skill Bonus
DFAS	Defense Finance & Accounting System
DOD	Department of Defense
ENL	Enlisted
ETS	Expiration Term of Service
FY	Fiscal Year
IAW	In accordance with
ING	Inactive National Guard
JSS-RC	Joint Service Software-Reserve Component
LES	Leave & Earnings Statement
MEPS	Military Entrance Processing Station

MMPA	Master Military Pay Account
MOS	Military Occupational Skill
MP	Military Pay
POC	Point of Contact
PSB	Personnel Service Branch
SIDPERS	Standard Installation/Division Personnel Reporting System
SLRP	Student Loan Repayment Program
SRIP	Selected Reserve Incentive Program
TL	Transmittal Letter
UA	Unit Administrator

CHAPTER 2

BONUS PAYMENT CERTIFICATION

2-1. BONUS PAYMENT CERTIFICATION:

- a. All initial and anniversary bonus payments submitted for pay must be certified by the Commander. In order for timely payment to be made, certification may be made through E-Mail, to the SRIP office.
- b. All units will review their E-Mail on a daily basis, as requests for certification will be sent on different days throughout the month.

2-2. AUTOMATION OF BONUS CERTIFICATION THROUGH E-MAIL:

- a. The SRIP Manager will transmit to each applicable unit, by the 15th of each current month, a listing of soldiers due for bonus payments for the month. Each Major Command will also be transmitted a copy of the bonus certification listing. The list is in PRN sequential order, and will reflect any reason for suspense that will prevent a payment from being made.
- b. Units receiving a listing must respond immediately by transmitting an Authority for Payment (APPENDIX A) to UT-SRIP within four working days of the original transmittal by G1-SRIP.
- c. When completing the Authority for Payment it is required that all columns are completed, including AWOLS that have occurred within a one year time frame. If the soldier has no AWOLS, a negative response must be in the AWOL column.
- d. Each unit will maintain file copies of all Authority for Payments that are transmitted for certification of payment (IAW AR 25-400-2). The Commander must certify each copy at the unit level by signing above his/her signature block. The unit will retain the signed copy for seven (7) years after the date of submission. Authority for Payments will be subject to review during audits by Internal Review and in the course of Command Inspections.

2-3 THE BONUS INCENTIVE ROSTER & JSS REPORTS:

- a. During the course of each month, the SRIP Manager will distribute to each unit the BIR.
- b. After receipt of the BIR the unit will review for accuracy. The BIR is generated from the SIDPERS data base and is designed to monitor all eligibility criteria for SRIP participants.
- c. If discrepancies are found, the unit will annotate any changes directly on the BIR and return it to the SRIP Manager with any required supporting documentation for change.

CHAPTER 3

CASH ENLISTMENT BONUS

- 3-1. **INITIAL ENLISTMENT ACTION:** Prior to an individual's enlistment as a qualified SRIP participant, a state recruiter will obtain a bonus control number from the Senior MEPS Guidance Counselor. The bonus control number will be annotated on the last page of the bonus contract. MEPS will include the original copy of the contract in the enlistment packet which is forwarded through the PSB, SIDPERS, and the SRIP office.
- 3-2 **INITIAL BONUS LOAD:**
- a. After receipt of the enlistment packet by the SRIP Manager, a transaction will be made to the JSS system to establish the bonus. Bonus data will appear on the MMPA approximately 30 days after enlistment reflecting the type of bonus the soldier enlisted with and the effective date of the bonus.
 - b. The four Enlistment Bonus types for non-prior service bonuses are as follows:
 - Bonus Type 1: Enlistment Bonus \$3000.00
 - Bonus Type 1: Enlistment Bonus OFF Peak Ship \$5000.00
 - Bonus Type 2: Enlistment Bonus & Critical Skill \$6000.00
 - Bonus Type 3: Enlistment Bonus, Critical Skill & OFF Peak Ship \$8000.00
 - c. The unit will review the bonus type during the MMPA review to assure the correct bonus type has been established.
- 3-3. **INITIAL ENLISTMENT BONUS PAYMENTS:**
- a. When a soldier with the enlistment bonus returns from AIT and is MOS qualified and a high school graduate, an initial payment of the bonus is due. The unit will attach an Authority For Payment (APPENDIX A) to the DD214 and send the DD214, a copy of the MOS orders, and high school diploma (if applicable) to the SRIP Manager for processing.

3-4 **ANNIVERSARY PAYMENTS:**

- a. On the month the anniversary payment is due the SRIP Manager will issue a bonus certification list to the unit and all procedures outlined in Chapter 2 of this regulation, BONUS PAYMENT CERTIFICATION, will be followed.
- b. All anniversary payments requested should be included during the MMPA review, to ensure that payment was made.

CHAPTER 4

RETENTION BONUS

4-1. REENLISTMENT BONUS CONTROL NUMBERS:

- a. Providing a soldier meets all the requirements for the Reenlistment Bonus Program, units will request a bonus control number from the SRIP Manager **before the soldier is allowed to sign a contract.** The following information will be asked of the unit and verified by the SRIP Manager when a unit is requesting the bonus control number:
 1. Has the soldier been a Satisfactory Participant within the last 90 days as defined in NGR 600-7?
 2. What Paragraph and Line number is soldier holding within unit?
 3. Is the soldier AGR/TECH/or ADSW?
- b. The unit will annotate the bonus control number on the last page of the bonus contract. It will then be attached to the DA Form 4836 that is sent to SIDPERS on a TL. SIDPERS will forward it to the SRIP Manager after the extension is processed for the bonus to be established. The Reenlistment bonus cannot be posted for payment prior to the first day of the new term of service. (Example: If soldier's current ETS date is 01 July 1992, and he/she signs the DA 4836 in the month of May, the bonus will not be paid until the July processing month.)

4-2. REENLISTMENT BONUS LOAD

- a. There are two Reenlistment Bonus types as follows:

Bonus Type 5: Less than 14 years service at time that eligibility is established, contracting for three year bonus - \$2,500.00

Bonus Type S: Less than 14 years service at time that eligibility is established, contracting for three year bonus - \$2000.00. Must be consecutive with first three year reenlistment bonus.
- b. The unit will review the bonus type during the MMPA review to assure the correct bonus type has been established.
- c. An initial payment is automatically issued when the Reenlistment Bonus is established.

4-3. ANNIVERSARY PAYMENTS:

- a. In the month of the anniversary payment is due the procedures outlined in Chapter 2 of this regulation, BONUS PAYMENT CERTIFICATION, will take place.
- b. All anniversary payments requested should be included during the MMPA review, to ensure that payment was made.

CHAPTER 5

AFFILIATION BONUS

- 5-1. INITIAL ENLISTMENT ACTION: Prior to an individual's enlistment as a qualified SRIP participant, the In Service Recruiter POC will contact the SRIP Manager for a bonus control number. The bonus control number will be annotated on the last page of the bonus contract. The accession packet will be forwarded through the PSB and SIDPERS to the SRIP office.
- 5-2. INITIAL LOAD:
- a. After receipt of the accession packet by the SRIP Manager, a transaction will be made to the JSS system to establish the bonus.
 - b. An initial payment will be issued after the first satisfactory training period with the assigned unit.
 - c. There are two Affiliation bonus types as follows:

 Bonus Type 7: 18 months or less Military Service Obligation (MSO) remaining at time of enlistment.

 Bonus Type 8: More than 18 months MSO remaining at the time of enlistment.
- 5-3. ANNIVERSARY PAYMENTS:
- a. In the month the anniversary payment is due, the procedures outlined in Chapter 2 of this regulation, BONUS PAYMENT CERTIFICATION, will take place.
 - b. All anniversary payments requested should be included during the MMPA review to ensure that payment was made.

CHAPTER 6**PRIOR SERVICE BONUS**

- 6-1. **INITIAL ENLISTMENT ACTION:** Prior to an individual's enlistment as a qualified SRIP participant, the State Recruiter will contact the SRIP Manger for a Bonus Control Number. The Bonus Control Number will be annotated on the last page of the bonus contract. The accession packet will be forwarded through the PSB and SIDPERS to the SRIP office.
- 6-2. **INITIAL LOAD:**
 - a. After receipt of the accession packet by the SRIP Manager, a transaction will be made to the JSS System to establish the bonus.
 - b. An initial payment is automatically issued when the bonus is established.
- 6-3. **ANNIVERSARY PAYMENTS:**
 - a. In the month the anniversary payment is due, the procedures outlined in Chapter 2 of this regulation, **BONUS PAYMENT CERTIFICATION**, will take place.
 - b. All anniversary payments requested should be included during the MMPA review to ensure that payment was made.

CHAPTER 7

SUSPENSION OF BONUS REMOVAL OF SUSPENSION OF BONUS

7-1. SUSPENSION TRANSACTIONS:

- a. When a soldier who is a bonus recipient enters a period of non-availability the unit will request for a suspension of the bonus. The following documentation will be attached to the UTNG Form 1049, when it is forwarded to the Enlisted Branch, G-1.

1. **TRANSMITTAL LETTER – APPENDIX B (1 COPY)**
2. **REQUEST FOR SUSPENSION OF BONUS – APPENDIX C (1 COPY)**

- b. Soldier will be counseled by the Unit Administrator on the requirement to extend their enlistment within 30 days of their return to active status, for the period served in the ING.

7-2. REMOVAL OF SUSPENSION TRANSTIONS:

- a. When a soldier who is a bonus recipient is returning from a period of non-availability, the unit will request a removal of suspension from the bonus. The following documentation will be attached to the **UTNG FORM 1049**, when it is forwarded to the Enlisted Branch, G-1.

1. **TRANSMITTAL LETTER – APPENDIX B (1 COPY)**
2. **REQUEST FOR REMOVAL OF SUSPENSION – APPENDIX D (1 COPY)**
3. **DA FORM 4836 (DUPLICATED COPY) (1 COPY)**
4. The completed DA Form 4836 will be submitted to SIDPERS as is normal procedure. Only a duplicated copy of the DA 4836 should be attached to the UTNG 1049 and request for removal of suspension. All extensions for ING time will be executed **after** the soldier returns from the ING. Extensions must be completed within 30 days of return from ING or bonus is subject to termination.

CHAPTER 8

TERMINATION OF BONUS

8-1. TERMINATION TRANSACTIONS:

- a. When a soldier who is a bonus recipient has met a termination rule in the bonus contract the unit will request a termination of the bonus.
- b. If a soldier is being discharged or transferred to another unit within the UTARNG, and has met a termination rule, the unit will forward with the DA 1049, the following documentation:
 1. **TRANSMITTAL LETTER – APPENDIX B (1 COPY)**
 2. **REQUEST FOR TERMINATION – APPENDIX E (1 COPY)**
- c. All UTNG 1049's are reviewed by the SRIP Manager before orders are issued. If a soldier is a bonus recipient and a request for bonus action is not included, the UTNG 1049 is returned through the Major Command to be resubmitted when SRIP documentation is attached. The only notation that needs to be entered in item V., of the UTNG 1049 is Yes/No.
- d. The only requests for termination that will be sent to the SRIP Manager directly are as in the following cases:
 1. Soldier accepted permanent technician position.
 2. Soldier exceeded allowable time frame in the ING.
 3. Soldier is a non High School graduate within 18 months of enlistment.
 4. Soldier has not become MOS qualified within 1 year OJT, 2 years schooling (with approved MOS transfer).

8-2. TERMINATION WITH RECOUPMENT:

- a. When recoupment is indicated by the termination, the collection action will appear in the remarks section of the soldier's LES as follows:

“BONUS RECOUPMENT DUE: (Date) AMOUNT: (amount)”
- b. The MMPA showing collection action will be filed IAW AR 25-400-2.

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8-3. TERMINATION WITHOUT RECOUPMENT:

- a. When no recoupment is required by the termination, the termination action will appear in the remarks section of the soldier's LES as follows:

“BONUS STOP: (Reason) (Date)”

- b. The MMPA showing termination action will be filed IAW AR 25-400-2.

CHAPTER 9**STUDENT LOAN REPAYMENT PROGRAM**

9-1. INITIAL ACTION:

- a. Upon a soldier's enlistment, immediate reenlistment, or extension as a possible SLRP participant, MEPS or the Unit (whichever is applicable) will complete the SLRP contract. If for reenlistment or extension the SRIP Manager will be contacted for a Bonus Control Number.
- b. The SLRP contract will be forwarded with the extension, or enlistment documentation to the PSB, SIDPERS, and the SRIP Manger who will verify eligibility criteria.

9-2. INITIAL SLRP LOAD:

- a. Unit personnel will obtain a promissory note from the soldier as soon as soldier takes out loans, or has any loans outstanding at the time SLRP eligibility starts.
- b. These promissory notes will be forwarded to the SRIP Manager and a file will be established for the soldier. The dates of the loan(s) will be added to the SRIP Manager's data base. The SRIP Manager will then be able to track the soldiers account and the dates due will reflect on the SLRP reports that are distributed to the units.

9-3. PROCESSING SLRP PAYMENTS:

- a. The SRIP Manager will notify unit personnel when to process DD2475's for each soldier 60 days prior to anniversary dates, provided the soldier has been paid on the SLRP previously, or promissory notes have been submitted for tracking.
- b. Unit personnel will have the soldier complete Section I of the DD2475 (May be obtained on WEB Form Flow).
- c. Before sending the DD2475's to the lending institutions, the unit will copy all forms and suspense them to ensure they are received back in a timely manner. If soldier has loans at more than one financial institution, all loans must be submitted together as one pay package to the SRIP Manager for each yearly payment. Loans will not be processed separately.

