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DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 5300.10
OP-01R
27 June 1990

OPNAV INSTRUCTION 5300.10

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: NAVAL READY RESERVE
INCENTIVE PROGRAM

Ref: (a) BUPERSINST 1001.39 (NOTAL)
(b) COMNAVRESFORINST 1100.4 (NOTAL)
(c) COMNAVRESFOR Critical Rating/ NEC messages (NOTAL)
(d) DoD Directive 1200.7 of 6 Apr 84 (NOTAL)
(e) DoD Instruction 7730.54 of 13 May 88 (NOTAL)

Encl: (1) Administration Procedures for Reenlistment/Extension Incentive Program
(2) Administrative Procedures for Affiliation Incentive Program
(3) Administrative Procedures for Prior Service Enlistment Incentive Program
(4) Administrative Procedures for Sea and Air Mariner Enlistment Bonus/Educational Assistance Incentive Program
(5) Procedures for Administration of the Individual Ready Reserve Incentive Program

1. Purpose. To set forth policies governing the enlisted Naval Reserve Incentive Programs.

2. Background. This instruction applies to administration of enlisted Naval Reserve Incentive Programs. Additional administrative procedures are provided in references (a) and (b). The purpose of the Naval Reserve Incentive Program is to offer incentives to Ready Reserve personnel who are in one of these categories: non-prior service personnel who enlist in the Selected Reserve (SELRES), prior service

personnel who enlist, reenlist, extend, or affiliate in the SELRES and prior Service personnel who extend, enlist or reenlist in the Individual Ready Reserve (IRR).

3. Discussion. Enclosures (1) through (4) provide the procedures for administering the Selected Reserve (SELRES) Incentive Program. The Individual Ready Reserve Incentive Program administrative procedures are provided in enclosure (5). A list of ratings/Navy Enlisted Classification (NEC) codes qualifying for incentives are provided in reference (c).

4. Administration. This instruction is effective upon receipt and shall be used to administer personnel who qualify for various incentives offered in the Naval Reserve. Administrative procedures for bonus payment are described in detail under enclosures (1) through (5) and reference (b).

5. Termination of Incentive Entitlement. The following criteria result in termination of Reserve incentive entitlements:

- a. Fails to participate satisfactorily in the Ready Reserve per reference (a);
- b. Becomes a member of an authorized officer program or accepts a commission as an officer or warrant officer, either active duty or SELRES, (if accepting an appointment as an officer in the SELRES, recoupment is required if less than one year of the term has been served), or;
- c. Changes to a non-bonus eligible rating, (NEC) or unit, unless at the express direction of the Navy;
- d. Separates or terminates from the SELRES for any reason other than death, injury, illness, or other impairment not the result of the member's own misconduct including recall to active duty, enlistment in the active forces, or action directed by higher authority.

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e. **Exceptions:** Members who accept assignment to Active Duty for Special Work (ADSW) or Special Active Duty Training (ADT) for a period less than 180 days. Entitlement to an incentive will be terminated by the member's local Reserve activity commanding officer when the member does not return to a drilling status within 30 days after release or 180 days after departure on ADSW/ADT.

f. Fails to extend the contracted term of service for a period of authorized non-availability. Reference (d) contains additional guidance on periods of non-availability.

(1) Members of the Selected Reserve who incur a period of authorized non-availability (i.e. temporary overseas residence, missionary obligation, overseas employment obligation, or temporary hardship situations) will not be terminated from the incentive program. They will be temporarily assigned to the Standby Reserve/IRR. During the period of non-availability the member will not be entitled to incentive payments.

(2) Upon completion of the period of non-availability the member may request a period of authorized non-availability from Commander, Naval Military Personnel Command (NMPC-913). Those persons will be required to extend their enlistment in the Ready Reserve in order to be able to serve the full contract period in the Selected Reserve. The maximum period that can be waived is 12 months. Entitlement to subsequent payments will resume on the adjusted anniversary date of satisfactory, creditable selected Reserve service (the anniversary date will be adjusted for the period of non-availability). For persons who acquire a period of non-availability of over 12 months or who do not desire to acquire the necessary additional service will have their bonus prorated such that it is reduced by the amount of time spent in the Standby Reserve/IRR. Entitlement to subsequent payments as reduced by the period

of non-availability will resume on the adjusted anniversary date of creditable Selected Reserve service.

g. Voluntarily moves from one geographic location to another location beyond reasonable commuting distance, unless the member continues satisfactory SELRES participation.

6. Relief from Termination of Incentive Entitlement. The following situations will not result in termination:

a. Members who move from one location to another may continue bonus eligibility if they remain in the Selected Reserve of the Navy. Commander, Naval Reserve Force (COMNAV-RESFOR) will make every effort to transfer an incentive recipient who moves to a new location into a similar unit or one that can make use of the individual's rating. Navy Finance Center (NAVFINCEN), however, will not pay a relocated bonus eligible member until the member is gained into a new billet.

b. Members who change their rating at the convenience of the government or are serving in a unit that will inactivate, relocate, reorganize, or convert will be granted relief from termination of incentive entitlements.

7. Recoupment

a. Any refund made by a member shall not affect the period of obligation of such member to serve in the Ready Reserve.

b. Recoupment for the Reenlistment/ Extension, Affiliation, Prior Service Enlistment, and Sea and Air Mariner (SAM) bonuses is required if a member is terminated under the criteria stipulated in paragraphs 5a through 5d.

c. Recoupment for the Reenlistment/ Extension, Affiliation, Prior Service Enlistment, and Sea and Air Mariner (SAM) Enlistment Bonuses will be calculated as follows:

(1) The number of whole months served satisfactorily during the term for which a bonus was paid multiplied by the monthly rate authorized by the particular bonus.

(2) Subtract that amount from the total amount of bonus paid to the individual to date (initial and any subsequent payments).

(3) If the calculation indicates overpayment to the individual, recoup that amount. If the calculation indicates the member has earned more than he/she has been paid (total of initial and any subsequent payments) on the same pro-rata basis, that amount will be paid in the final installment.

d. Recoupment of the Educational Assistance program is required if the member:

(1) Fails to participate satisfactorily in training with the Selected Reserve throughout the entire period of enlistment as required by his/her Selected Reserve agreement (unless the failure to participate satisfactorily was due to reasons beyond the control of the member, such as death, injury, illness, or other impairment not the result of his/her own misconduct); or

(2) Moves to a non-bonus eligible rating, NEC, or unit unless at the express direction of the Navy.

(3) Recoupment Computation. Recoupment of the Educational Assistance Program monies will be calculated as follows:

(a) The number of months served satisfactorily during the term for which the incentive was authorized, divided by 72 months, times the total amount of Educational Assistance paid to date or \$2000 whichever is greater.

(b) Subtract the product of the above calculation from the total amount of incentive paid to the individual to date (initial and any subsequent payments).

(c) If the calculations indicate overpayment of the individual, recoup the amount. If the calculations indicate the member has earned more than he/she has been paid (total of initial and any subsequent payments) on the same pro-rata basis, the amount will be credited toward reimbursement of educational expenses incurred during the period of satisfactory participation.

8. Obligation. To be eligible for any of the SELRES incentives, individuals must contractually obligate to serve satisfactorily in the SELRES for the full term of the contracted time. They must further obligate to continue to serve in the same component, rating, and specialty for which the incentive was granted, unless excused for the convenience of the Government. Recoupment of incentives, for any reason, does not affect the member's period of obligation in the SELRES. An IRR bonus recipient who later transfers to the SELRES will have the bonus recouped for the number of months, unless member is in a Selected Reserve bonus eligible rating.

9. Authority to Enlist

a. Prior to processing any member for a SELRES enlistment/reenlistment with the promise of an incentive, verification of the member's eligibility and authority to begin processing must be obtained from COMNAVRESFOR (Code 222) Bonus/Incentive Department. Message or Telefax by COMNAVRESFOR (whichever is more expedient) is required prior to processing any member for a SELRES incentive enlistment/reenlistment (COMNAVRESFOR Telefax Autovon: 363-5290, Commercial: 1-504-948-5290). Use of the appropriate Quality Check-Off Sheet is mandatory, and is contained in reference (b) along with additional forms required to complete the enlistment/reenlistment.

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b. Prior to processing any member for an IRR reenlistment with the promise of an incentive, prior approval must be provided by NAVRESPERSCEN (NRPC-42), enclosure (5). (Toll free 1-800-535-2699, Ext 5750/5857, Comm 1-504-948-5750/5857, Auto 363-5750/5857.

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10. Critical Rating/NEC Determination.

The Navy will provide incentives only in critical ratings (Level I and II) where shortages exist. COMNAVRESFOR will publish a periodic "critical ratings/NEC" listing, reference (c).

11. Forms. The appropriate forms and written agreements for the administration of the SELRES incentive programs are detailed in reference (b). The appropriate forms and written agreements for the administration of the IRR incentive program are detailed in enclosure (5).

12. Reports. All information associated with administration and payment of incentives to personnel in the Ready Reserve will be reported under Reserve Component Common Personnel Data Systems (RCCPDS) reporting requirements, reference (e).

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NAVAL RESERVE REENLISTMENT/EXTENSION INCENTIVE PROGRAM

1. SELRES Reenlistment/Extension Bonus. This enclosure establishes eligibility criteria, payment levels and administrative procedures for the Naval Reserve Reenlistment/Extension Incentive Program. This program provides a bonus for eligible personnel who reenlist/extend in the SELRES in ratings designated most critical (Level I) and critical (Level II).
2. Eligibility. Eligibility criteria for the Reenlistment/Extension Bonus for pay grades E-1 through E-9 (E-1 through E-3 must be designated strikers) are as follows:
 - a. Must reenlist or extend for three to six years in a SELRES pay unit. Members who have not completed their initial Military Service Obligation (MSO) may reenlist within 90 days of normal expiration of obligated service (EOS). Members who have completed their initial MSO may only reenlist within 90 days of normal EOS for bonus eligibility.
 - b. Must hold a bonus eligible permanent rating/Navy Enlisted Classification (NEC) Code listed in the current COMNAVRESFOR incentives message at time of reenlistment/extension. Members holding or enlisted under a temporary rate provision (i.e.. Advanced Pay Grade (APG)/Other Service Veterans (OSVET)) do not qualify.
 - c. Length of service (LOS) must be 10 years or less at time of normal EOS. LOS at current EOS is defined as the total service computed from Pay Entry Base Date (PEBD) to normal EOS. All active and inactive Federal Military Service regardless of branch, is used to compute PEBD. Inactive military service covers all periods of inactive duty served under a qualifying appointment or enlistment.
 - d. Must not have previously received a bonus for enlistment (excluding SAMs), reenlistment or extension in a Reserve Component. Members who have received an affiliation bonus are eligible for the SELRES Reenlistment/Extension bonus. However, if reenlistment is elected more than 90 days prior to normal EOS, termination and recoupment action is required. The recouped amount will be deducted from initial payment of the SELRES reenlistment bonus.
 - e. Must have been a SELRES for at least three calendar months immediately preceding reenlistment/extension unless recruited within 90 days of EOS and are not currently affiliated or affiliated less than 90 days, (e.g., a member who affiliated on 12 January would be eligible, if otherwise qualified, for a bonus by reenlisting or extending on or after 12 April). Personnel who meet the incentives program eligibility criteria must, as a minimum, have satisfactory participation (no more than five unexcused absences/unsatisfactory drills) computed on a progressive year basis for a minimum of three months immediately preceding the date of reenlistment/extension.

Enclosure (1)

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f. Must execute a Written Agreement as formatted in reference (b).

g. Must agree to serve in the SELRES in the same rating/NEC for which the incentive was authorized and be assigned to a bonus eligible unit, if applicable. Personnel authorized to change rate from one bonus eligible rate to another bonus eligible rate retain bonus entitlement. Personnel who change rate from a non-bonus eligible rate to a bonus eligible rate are not eligible for a bonus unless authorized by higher authority.

3. Reenlistment/Extension Bonus Payment Levels. Payments for reenlistment/extension bonus are:

a. A member who reenlists for six years in a Level I rating or NEC will receive a total bonus payment of \$3,000.00. Initial payment will be \$1,200.00 with subsequent anniversary payments of \$300.00 upon completion of each year of satisfactory participation under that reenlistment.

b. A member who reenlists for six years in a Level II rating or NEC will receive a total bonus payment of \$1,800.00. Initial payment will be \$900.00 with subsequent anniversary payments of \$150.00 upon completion of each year of satisfactory participation under that reenlistment.

c. A member who reenlists/extends for three years in a Level I rating or NEC will receive a total bonus payment of \$1,500.00. Initial payment will be \$600.00 with subsequent anniversary payments of \$300.00 upon completion of each year of satisfactory participation under that extension/reenlistment.

d. A member who reenlists/extends for three years in a Level II rating or NEC will receive a total bonus payment of \$900.00. Initial payment will be \$450.00 with subsequent anniversary payments of \$150.00 upon completion of each year of satisfactory participation under that extension/reenlistment.

4. Administrative procedures for bonus payment. Approved Written Agreements will advise members of the conditions under which the bonus may be terminated or recouped. The Agreement will be made on an Administrative Remarks (NAVPERS 1070/613) service record page 13 when individuals reenlist or extend their enlistment. Members will acknowledge their understanding of this Agreement in writing. A sample of this Written Agreement is detailed in reference (b). The following actions are required:

a. Reserve activity commanding officers will review Written Agreements for correctness. Retain the original Written Agreement in the service record and send a copy to COMNAVMILPERSCOM (NMPC-312C) with the Immediate Reenlistment Contract (NAVPERS 1070/601) Agreement to Extend Enlistment (NAVPERS 1070/621). Forward a certified copy of the Written Agreement (all pages must be certified) to COMNAVRESFOR (Code 22A4) with a certified copy of the following documents (See Note 1 below):

(1) For Reenlistments, Immediate Reenlistment Contract (NAVPERS 1070/601) (front and back). Ensure compliance with PAYPERSMAN (paragraph 90431)

(2) For extensions, Agreement to Extend Enlistment (NAVPERS 1070/621) with a copy of the current enlistment/reenlistment contract.

(3) Drill Muster Record (NAVPERS 1570/12) for the past 12 months or since affiliation, whichever is less.

(4) Current Enlisted Application and Orders to a Naval Reserve Unit (non-obligor) (NAVRES 1326/4).

(5) Latest Navy Occupation/Training and Awards History (NAVPERS 1070/604) for NEC bonus. (See Note 2 below)

(6) Reenlistment/Extension Bonus Quality Check-off Sheet (NAVRES 1160/1) signed by the Reserve activity commanding officer.

b. Make the appropriate Reserve Standard Training Administration & Readiness Support (RSTARS) entries, reporting the reenlistment/extension per the RSTARS procedural manual

NOTE 1: Prior to submission, ensure all documents are certified by a commissioned officer or E-6 and above with "By direction" authority. Each page of multiple page documents must be certified.

NOTE 2: If the bonus is based on an NEC which is not currently reflected in the Inactive Manpower and Personnel Management Information System (IMAPMIS), forward the original Inactive Navy Enlisted Classification (NEC) Code Change Recommendation (CNAVRES 1220/1) to COMNAVRESFOR (Code 22A) with the package.

5. Anniversary Payment. If reenlistment occurred after 31 December 1985, forward a certified copy of the Drill Muster Record (NAVPERS 1570/12) to COMNAVRESFOR (Code 22A) on the first of the month after each reenlistment/extension anniversary year. If reenlistment occurred before 1 January 1986, forward a certified copy of the Drill Muster Record (NAVPERS 1570/12) to Commanding Officer, Navy Finance Center (Code 6212), Cleveland, OH 44199-2055.

NAVAL RESERVE AFFILIATION INCENTIVE PROGRAM

1. SELRES Affiliation Bonus. This enclosure issues eligibility criteria, payment levels, and administrative procedures for the Naval Reserve Affiliation Incentive Program. This program provides a bonus for eligible personnel who affiliate in the SELRES for the remainder of their initial MSO in ratings designated most critical (Level I) and critical (Level II).

2. Eligibility. Eligibility criteria for the Affiliation Bonus are as follows:

a. Must have completed active duty obligation under honorable conditions and be eligible for affiliation per references (b) and (c).

b. Must not have a mandatory drilling obligation at the time of affiliation. Naval Reservists who complete their mandatory drilling obligation and have maintained satisfactory drill participation for the preceding 12 months, may receive a bonus to continue in the SELRES for the remainder of their initial MSO.

c. Must hold a bonus eligible rating/NEC and be assigned to a bonus eligible unit, if applicable, listed in the current COMNAVRESFOR incentives message at time of affiliation or the date mandatory drilling obligation is complete.

d. Must agree to serve in the SELRES in the same rating/NEC for which the incentive was authorized and be assigned to a bonus eligible unit, if applicable, or the remainder of their initial MSO. Personnel authorized to change rate from one bonus eligible rate to another bonus eligible rate retain bonus entitlement. Personnel who change rate from a non-bonus eligible rate to a bonus eligible rate are not eligible for a bonus on that enlistment unless directed by higher authority.

e. Must not have previously received an affiliation bonus for service in a Reserve Component.

f. Must execute a Written Agreement detailed in reference (b)

3. Affiliation Bonus Payment Levels. Payments for the affiliation bonus are:

a. Bonus entitlement will be computed by multiplying the dollar amount for the appropriate bonus level by the number of whole months remaining on the member's initial MSO. Level I is \$50.00 per month. Level II is \$25.00 per month. In computing bonus

entitlement, only whole months will be used; extra days will be disregarded. Example: A member who affiliates on 13 May 1988 in a Level II rating/NEC, whose EOS is 28 June 1989 would have exactly 1 year 1 month and 16 days of remaining obligated service. The 16 days are disregarded and the entitlement is computed by multiplying 13 months times \$25.00 for a total bonus of \$325.00.

b. If member has 18 whole months or less remaining on initial MSO, the entire amount will be paid after the Written Agreement is signed (allowing for reasonable processing time).

c. If member has more than 18 whole months remaining on initial MSO, one-half of the bonus will be paid after the Written Agreement is signed (allowing for reasonable processing time). The remaining payment will be made after the fifth (seventh in the case of eight year enlistments) anniversary of the member's initial MSO.

4. Administrative procedures for bonus payment. Approved Written Agreements will advise members of the conditions under which the bonus may be terminated or recouped. The Agreement will be made on an Administrative Remarks (NAVPERS 1070/613) service record Page 13 when individuals affiliate or agree to continue in the in the SELRES for the remainder of their initial MSO. Members will acknowledge their understanding of this agreement in writing. A sample of this Written Agreement is detailed in reference (b). The following actions are required:

a. Reserve activity commanding officers will review Written Agreements for correctness. Retain the original Agreement in the service record and send a copy to COMNAVMILPERSCOM (NMPC-312C). Forward a certified copy of the Agreement (all pages must be certified) to COMNAVRESFOR (Code 22A) with a certified copy of the following documents (See Note 1 below):

(1) Current Enlisted Application and Orders to a Naval Reserve Unit (non-obligor) (NAVRES 1326/4).

(2) Report of Separation from Active Duty (DD Form 214N).

(3) Enlistment/Reenlistment Document - Armed Forces of the United States (DD Form 4).

(4) Latest Navy Occupation/Training and Awards History (NAVPERS 1070/604) for NEC bonus. (See Note 2 below)

(5) Affiliation Bonus Quality Check-off Sheet (NAVRES 1160/2) signed by the Reserve activity commanding officer.

b. Make the appropriate RSTARS entries reporting the gain or changing the Mandatory Drill Code (MDC) per the RSTARS procedural manual

NOTE 1: Ensure all documents are certified by a commissioned officer or individual, E-6 or above, with "By direction" authority prior to submission. Each page of multiple page documents must be certified.

NOTE 2: If the bonus is based on an NEC which is not currently reflected in IMAPMIS, forward the original Inactive Navy Enlisted Classification (NEC) Code Change Recommendation (CNAVRES 1220/1) to COMNAVRESFOR (Code 22A) with the package.

5. Second Payment. Forward a certified copy of the Drill Muster Record (NAVPERS 1570/12) to COMNAVRESFOR (Code 22A) on the first of the month following completion of the fifth (seventh in the case of eight year enlistments) anniversary of the member's MSO.

NAVAL RESERVE PRIOR SERVICE ENLISTMENT INCENTIVE PROGRAM

1. SELRES Prior Service Enlistment Bonus. This enclosure issues eligibility criteria, payment levels, and administrative procedures for the Naval Reserve Prior Service Incentive Program. This program provides a bonus for eligible prior service personnel who enlist in the SELRES in ratings designated most critical (Level I) and critical (Level II).

2. Eligibility. Eligibility criteria for the Prior Service Enlistment Bonus are as follows:

a. Must have completed initial MSO but have no more than exactly 10 years total Length of Service (LOS) upon enlistment. LOS is defined as the total service computed from Pay Entry Base Date (BEPD) to the last EOS. All active and inactive Federal Military Service regardless of branch, is used to compute PEBD. Inactive military service covers all periods of inactive duty served under a qualifying appointment or enlistment.

b. Must not have been released from active duty for the purpose of enlisting in a Reserve component.

c. Must not have previously received a bonus for enlistment, reenlistment, or extension in a Reserve component. Members who have received an affiliation bonus are eligible for the Naval Reserve Prior Service Enlistment Bonus.

d. Must agree to serve in the SELRES in the same rating/NEC for which the incentive was authorized and be assigned to a bonus eligible unit, if applicable. Personnel authorized to change rate from one bonus eligible rate to another bonus eligible rate retain bonus entitlement. Personnel who change rate from a non-bonus eligible rate to a bonus eligible rate are not eligible for a bonus on that enlistment unless rate change is directed by higher authority.

e. Must hold a bonus eligible permanent rating/NEC listed in the current COMNAVRESFOR authorization listing at time of enlistment. Members holding a temporary rate (i.e., APG/OSVET) do not qualify.

f. Must execute a Written Agreement detailed in reference (b).

3. Prior Service Enlistment Bonus Payment Levels. Payments for the prior service enlistment bonus are as follows:

a. A member who enlists for six years in a Level I rating or NEC will receive a total bonus payment of \$3,000.00.

Initial payment will be \$1,200.00 with subsequent anniversary payments of \$300.00 upon completion of each year of satisfactory participation under that enlistment.

b. A member who enlists for six years in a Level II rating or NEC will receive a total bonus payment of \$1,800.00. Initial payment will be \$900.00 with subsequent anniversary payments of \$150.00 upon completion of each year of satisfactory participation under that enlistment.

c. A member who enlists for three years in a Level I rating or NEC will receive a total bonus payment \$1,500.00. Initial payment will be \$600.00 with subsequent anniversary payments of \$300.00 upon completion of each year of satisfactory participation under that enlistment.

d. A member who enlists for three years in a Level II rating or NEC will receive a total-bonus payment of \$900.00. Initial payment will be \$450.00 with subsequent anniversary payments of \$150.00 upon completion of each year of satisfactory participation under that enlistment.

4. Administrative procedures for bonus payment. Approved Written Agreements, will advise members of the conditions under which the bonus may be terminated or recouped. The Agreement will be made on an Administrative Remarks (NAVPERS 1070/613) service record Page 13 when individuals enlist. Members will acknowledge their understanding of this Agreement in writing. A sample of this Written Agreement is detailed in reference (b). The following actions are required:

a. Reserve activity commanding officers will review Written Agreements for correctness. Retain the original Written Agreement in the service record and send a copy to COMNAVMILPERSCOM (NMPC-312C) with the enlistment contract. Forward a certified copy of the Written Agreement (all pages must be certified) to COMNAVRESFOR (Code 22A) with a certified copy of the following documents (See Note 1 below):

(1) Current Enlisted Application and Orders to a Naval Reserve Unit (Non-obligor) (NAVRES 1328/4).

(2) Report of Separation from Active Duty (DD Form 214N).

(3) Enlistment/Reenlistment Document - Armed Forces of the United States (DD Form 4).

(4) Record of Military Processing - Armed Forces of the United States (DD Form 1966).

(5) Latest Navy Occupation/Training and Awards History (NAVPERS 1070/604) for NEC bonus. (See note 2 below)

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(6) Prior Service Bonus Quality Check-off Sheet (NAVRES 1160/3) signed by the Reserve activity commanding officer.

b. Make the appropriate RSTARS diary entries reporting the gain per the RSTARS procedural manual.

NOTE 1: Ensure all documents are certified by a commissioned officer or individual, E-6 or above, with "By Direction" authority prior to submission. Each page of multiple page documents must be certified.

NOTE 2: If the bonus is based on an NEC which is not currently reflected in IMAPMIS, forward the original Inactive Navy Enlisted Classification (NEC) Code Change Recommendation (CNAVRES 1220/1) to COMNAVRESFOR (Code 22A) with the package.

5. Anniversary Payment. Forward a certified copy of the Drill Muster Record (NAVPERS 1570/12) to COMNAVRESFOR (Code 22A) on the first month after each enlistment anniversary year.

SEA AND AIR MARINER ENLISTMENT
BONUS/EDUCATIONAL ASSISTANCE INCENTIVE PROGRAMS

1. Sea and Air Mariner (SAM) Enlistment Bonus and Educational Assistance. This enclosure issues eligibility criteria, payments, and administrative procedures for the SAM Enlistment Bonus/Educational Assistance Incentive Programs. These programs provide a bonus (or educational assistance, applicable to members who enlisted prior to 30 June 1985) for eligible non-prior service personnel who enlist in the SELRES in ratings designated critical. The ratings are identified and periodically reviewed by message to maintain current status.
2. Eligibility. Eligibility criteria for the SAM Enlistment Bonus and Educational Assistance are as follows:
 - a. Must not have completed 180 or more days of consecutive active duty/ADT;
 - b. Must be classified as Test Score Category (AFQT Category) I, II or III;
 - c. Must not be enlisting for voluntary assignment to full-time active duty or ADT except Initial Active Duty Training (IADT) in excess of 180 days in support of the Reserve Program;
 - d. Must enlist for a rating listed in the current COMNAVRESFOR critical rating/NEC message;
 - e. Must not be involved/participating in any other Navy or other Service enlistment program;
 - f. Must be a secondary school graduate, or attending a secondary school and expected to become a secondary school graduate. For the purpose of this program, secondary school graduate is defined as:
 - (1) An applicant who possesses a graduate diploma from a high school; or
 - (2) An applicant who is attending or entering his/her senior year of a secondary school, or meets the requirements for senior status and, at the time of enlistment, presents documentation he/she meets or will meet all requirements to graduate. Documentation will be one of the following:
 - (a) A certificate of graduation; an official school transcript; a letter dated and signed by the principal, vice principal or custodian of records which states the applicant is a high school graduate; a statement from an appropriate school official that the applicant will graduate. No payment will be authorized until the member has earned a high school diploma; or

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(b) An applicant who does not hold an original issued high school diploma but obtains a certificate of graduation; a school transcript; a statement of completion; or a letter dated and signed by the principal, vice principal, or custodian of records which states the applicant is a high school graduate; or

(c) An applicant who did not complete high school, but has at least one semester (15 semester hours or 22.5 quarter hours) at an accredited college or post-secondary technical school and, at time of enlistment, presents an official transcript with credits, dates and signature of the registrar or custodian of records; or

(d) An applicant who is a graduate of an accredited technical/vocational school and presents the diploma, certificate or transcript at time of enlistment; or

(e) An applicant who is attending a secondary school; is enlisting under the split (alternate) training program; submits a letter signed by an appropriate school official at time of enlistment stating the individual is expected to graduate, and commences the first phase of IADT within 180 days of enlistment. (Applicant must show proof of being a high school graduate before entering the second phase of split training). Documentation will be the same as listed above. The bonus annex to the Enlistment Document is void in cases where the service member enters the second phase of training without proof of graduation.

3. SAM Bonus Payments. Individuals will be entitled to the first and any subsequent enlistment bonus payments when they have completed IADT, including rate training or sufficient training to be deployable, and become a secondary school graduate. The enlistment bonus will not exceed \$2,000. One-half of the total bonus will be paid when entitled to initial payment. One-fourth of the total bonus will be paid upon completion of the fourth and sixth satisfactory years. Individuals who enlisted prior to 1 July 1985 and are receiving the Enlistment Bonus, and are otherwise qualified for Educational Assistance, are authorized a one time conversion from the Enlistment Bonus to Educational Assistance. Payments received under the Enlistment Bonus will be deducted from the amount entitled under Educational Assistance up to the limits of paragraph 4. Checks will be mailed to individuals at their reported home address.

4. SAM Educational Assistance Payments. Individual will be entitled to the first and subsequent Educational Assistance payments when they have completed IADT, including rate training or sufficient training to be deployable and become a secondary school graduate. Payment will not exceed \$1,000.00 in any 12 month period

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(based on the enlistment anniversary date) or a total of \$4,000.00. Payment is for educational expenses (tuition, fees, books, laboratory fees and shop fees for consumable material used as part of classroom or shop instruction) incurred by members at accredited institutions (see Appendix A) until they complete a course of instruction required for the award of up to a baccalaureate degree, or the equivalent evidence of study completed in a non-degree program. Members will be reimbursed when they submit documentation described in paragraph 5 below. Individuals who enlisted prior to 1 July 1985 and are receiving Educational Assistance, and are otherwise qualified for the Enlistment Bonus, are authorized a one time conversion from Educational Assistance to the Enlistment Bonus. Payments received under Educational Assistance will be deducted from the amount entitled under the Enlistment Bonus, up to the limits of paragraph 3 above.

5. Administrative and Accounting Procedures. Approved Written Agreements will advise members of the conditions under which the bonus/educational assistance may be terminated or recouped. Military Entrance and Processing Station (MEPS) Classifiers will make the Agreement on an Administrative Remarks (NAVPERS 1070/613) service record Page 13 when individuals enlist. Members will acknowledge their understanding of this agreement in writing. Attach a certified copy of the Administrative Remarks (NAVPERS 1070/613) as an annex to the original Enlistment Document and forward to COMNAVMILPERSCOM (NMPC-312C). Upon satisfactory completion of IADT (recruit training plus additional training totaling a minimum of 12 weeks) local Reserve activity commanding officers will issue a Certificate of Eligibility to certify that members have met the criteria for the incentive.

a. Certificates of Eligibility will be prepared in triplicate. Forward original certificates to COMNAVRESFOR (Code 22A4) for payment processing. Retain a certified copy in the service record and give one copy to the member.

b. Reserve activity commanding officers will review written Agreements for correctness. Retain the original Agreement in the service record. Forward a certified copy of the Agreement (All pages must be certified) to COMNAVRESFOR (code 22A4) with a certified copy of the following documents (See Note below):

(1) Enlistment/Reenlistment Document - Armed Forces of the United States (DD Form 4)

(2) Record of Military Processing - Armed Forces of the United States (DD Form 1966)

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(3) Sea and Air Mariner Bonus Quality Check-off Sheet (NAVRES 1160/4) signed by the Reserve activity commanding officer.

c. COMNAVRESFOR will assign Standard Document Numbers (SDNs) and accounting data when complete packages are received.

6. Anniversary Payments. Forward a certified copy of the Drill Muster Record (NAVPERS 1570/12) on the first of the month after the fourth and sixth anniversary year. Drill Muster Records must show all drills. Begin with the first drill after completion of IADT through last drill of the fourth anniversary year (for first anniversary payments). Begin with first drill of the fifth anniversary year through last drill of the sixth anniversary year (for final anniversary payment).

NOTE: Ensure all documents are certified by a commissioned officer or individual, E-6 or above, with "By direction" authority prior to submission. Each page of multiple page documents must be certified.

NATIONALLY RECOGNIZED ACCREDITING AGENCIES

Regional Institutional Accrediting Associations:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

Other Institutional Accrediting Associations:

- American Association of Bible Colleges
- Association of Independent Colleges and Schools
- National Association of Trade and Technical Schools
- National Home Study Council

Specialized Accrediting Bodies:

- Accrediting Bureau of Medical Laboratory Schools
- Accrediting Commission of Council of Non-Collegiate Continuing Education
- Accrediting Commission of Education for Health Services Administration
- American Assembly of Collegiate Schools of Business
- American Association of Nurse Anesthetists
- American Bar Association
- American Board of Funeral Service Education
- American Chemical Society
- American Council for Construction Education
- American Council of Education for Journalism
- American Council on Pharmaceutical Education

- American Dental Association, Commission of Accreditation of Dental and Dental Auxiliary Education Programs
- American Dietetic Association
- American Home Economics Association
- American Library Association
- American Medical Association
- American Optometric Association
- American Osteopathic Association
- American Physical Therapy Association
- American Podiatry Association
- American Psychological Association
- American Society of Landscape Architects
- American Speech and Hearing Association
- American Veterinary Medical Association
- Association for Clinical Pastoral Education, Inc.
- Association of Advanced Rabbinical and Talmudic School
- Association of Theological Schools in the United States and Canada
- Committee on Accreditation of the American Association of Marriage and Family
- Committee on Allied Health Education and Accreditation, American Medical Association*
- Cosmetology Accrediting Commission
- Council on Chiropractic Education
- Council on Education for Public Health
- Council on Rehabilitation Education
- Council on Social Work Education
- Engineers Council for Professional Development

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- Foundation for Interior Design Education Research
- National Association for Practical Nurse Education and Service
- National Association of Schools of Art
- National Association of Schools of Music
- National Council for Accreditation of Teacher Education
- National League for Nursing
- Society of American Foresters

Other:

- New York State Board of Regents

* Committee on Allied Health Education and Accreditation accredits programs in the following areas: Blood Bank Technology Specialist, Cytotechnologist, Histologic Technician, Laboratory Assistant, Medical Assistant, Medical Laboratory Technician, Medical Record Administrator and Record Technician. Medical Technologists. Nuclear Medicine Technologists. Occupational Therapists. Operating Room Technician. Physical Therapists. Physician's Assistant. Radiation Therapy Technologist and Radiologist Technologist, Respiratory Therapist and Respiratory Therapy.

PROCEDURES FOR ADMINISTRATION OF THE INDIVIDUAL READY RESERVE
(IRR) INCENTIVE PROGRAM

1. The policies governing the IRR Incentive Program are provided by Section 308(h) 37 USC and funded by the Defense Appropriation Act. The program provides incentive bonuses for controlling IRR personnel inventories. An incentive bonus is offered in ratings where critical shortages exist in the IRR as determined by Chief of Naval Operations (CNO). The criteria for eligibility, amount of bonus, and payment schedule are listed below.

a. A bonus may be awarded to a current or prior service member who reenlists in the IRR for a period of three or six years, and who:

(1) Is, during the period of reenlistment, in pay grades E-3 through E-9 (E-3 must be a designated striker) and,

(2) Is reenlisting in a rating/NEC designated by Commander, Naval Reserve Force (COMNAVRESFOR) (Code 21) in a quarterly Enlisted Ratings Strength Report and a semi-annual COMNAVRESFOR (Code 22A) Selected Reserve Incentive Rating and Navy Enlisted Classification (NEC) message.

(3) Executes a contractual IRR obligation for a period of three to six years.

(4) Agrees to continue to serve only in the IRR and in the same rating/NEC. An IRR bonus recipient who was later transferred to the SELRES or ACDU will have the bonus recouped for the number of months not served. An IRR bonus recipient who affiliates with the Selected Reserve will not have his/her bonus recouped if his/her rating is also eligible for a Selected Reserve bonus (A member may be excused from bonus recoupment for convenience of the government, i.e., Navy-wide rating conversion of activity/unit disestablishment).

(5) Has no more than 14 years total military service at time of normal expiration of obligated service.

(6) Will agree to participate in an annual on-site screening of the IRR and/or active duty for training (ADT) as required by the Secretary of the Navy (individuals may only be exempted/excused from annual screening by Naval Reserve Personnel Center (NAVRESPERSCEN)).

b. The amount of the IRR reenlistment bonus may not exceed \$1500 for an individual reenlisting for a period of six years and may not exceed \$750 for an individual reenlisting for a period of three years.

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(1) A bonus paid for a six year reenlistment will be allocated as follows: \$500 paid at the time of reenlistment with the remainder paid in equal annual increments.

(2) A bonus paid for a three year reenlistment, will be paid in three annual equal increments.

c. Approved written agreements advising the member of conditions under which continued entitlement to incentives may be terminated or recouped shall be effected by a Page 13 service record entry when the reenlistment contract is executed. Members will acknowledge their understanding of this agreement in writing. Copies of written agreements (Annex A to enclosure (5)) may be reproduced locally.

(1) Approved Page 13 written agreements will be reviewed for correctness by NAVRESPERSCEN (Code-42) and a copy forwarded to NAVFINCEN (Code 201) for processing of bonus payment. Also, a copy will be provided to COMNAVRESFOR (Code 62) for monitoring of program effectiveness. The original of this agreement will be retained in the service record.

(2) A copy of the Immediate Reenlistment Contract, (NAVPERS 1070/601) will be forwarded to NAVFINCEN (Code 201) to substantiate the written agreement. Ensure compliance with paragraph 90431B(34)(E) of PAYPERSMAN.

(3) NAVRESPERSCEN (Code 42) will make the appropriate IMAPMIS entry.

2. Accounting Procedures

a. Standard document number (SDN): A 15 digit SDN will be assigned by COMNAVRESFOR (code 62) upon receipt of the Administrative Remarks (NAVPERS 1070/613), the Immediate Reenlistment Contract (NAVPERS 1070/601) and the IRR Bonus Payment Authorization provided by NAVRESPERSCEN (NRPC-42).

b. Accounting Classification Data. The following data should be inserted on the applicable NAVPERS Reenlistment Form and written agreement.

AA 17*1405.7220 011 3119 0 068518 2D 000000 000000071861

AA 17*1405.7220 011 3119 0 068518 2D 000000 000000071862

NOTE 1: Insert last digit of FY that initial and anniversary payments are due in space designated by *. Note that anniversary payments accrue on last day of each anniversary year.

3. Directions for record forwarding by field activities.

a. Forward all personnel and health records of personnel enlisting, reenlisting, or extending under the IRR bonus program to NAVRESPERSCEN (Code 42) using (NAVPERS 5000/64) (Records Transmittal).

(1) These records must be forwarded individually.

(2) "Other" block of (NAVPERS 5000/64) must indicate "IRR Bonus".

(3) Original and all copies of reenlistment documents and statements of agreement should be inserted in record (not broken down or transmitted).

(4) Forward a copy of each IRR Bonus (NAVPERS 5000/64) to NAVRESPERSCEN (Code 42).

(5) The following statement will be annotated in block 32 of the immediate reenlistment contract: "Benefits of the IRR Program".

NOTE. All IRR contracts and IRR obligatory agreements will be administered by Commanding Officer, Naval Reserve Personnel Center (NAVRESPERSCEN). For further information and/or reenlistment of personnel into the IRR, contact NAVRESPERSCEN, Code 12, New Orleans, LA (Toll Free 1-800-535-2699 Ext. 5750/5857, Comm (504) 948-5750/5857, Auto 363-5750/5857).

NOTE: This is a sample contract. All IRR contracts and IRR obligations agreements will be administered by Commanding Officer, Naval Reserve Personnel Center (NAVRESPERSCEN). The below sample contracts are for information only. For further information and/or reenlistment of personnel into the IRR, contact NRPC, Code 12, New Orleans, La. (Toll Free: 1-800-535-2699 Ext 5750, Comm: (504) 948-5750, Autovon: 363-5750)

WRITTEN AGREEMENT FOR REENLISTMENT BONUS IN THE
INDIVIDUAL READY RESERVE (IRR)

Addendum to certificate and acknowledgment of service requirements for reenlistment under the Individual Ready Reserve Reenlistment Bonus.

SECTION I

1. ACKNOWLEDGMENT. In connection with my reenlistment in the Naval Reserve under the IRR Bonus program, I hereby acknowledge that I understand the following:

a. As a matter of continued entitlement, I am to respond to all official military correspondence and insure that the Naval Reserve Personnel Center (NAVRESPERSCEN) remains informed of my current address, marital status, number of dependents, and any change in my physical condition in accordance with Title 10, United States Code, Section 652.

b. As a condition of receipt of this bonus, I agree to participate in an annual muster of the IRR and individual active duty for training, as may be required, by the Secretary of the Navy.

2. Complete either a or b but not both.

a. (For members with a remaining military service obligation): By accepting this bonus, I incur an obligation to serve three or six years after completion of my military service obligation in the IRR unless excused by proper authority.

b. (For individuals who do not not have a remaining military service obligation): By accepting this bonus, I incur an obligation to serve three or six years in the IRR unless excused by proper authority.

3. I will be paid a reenlistment bonus of \$ _____.

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4. In the event that my entitlement to the bonus is terminated for failure to participate satisfactorily in the Ready Reserve; or I am separated for any reason from the Ready Reserve as an enlisted person (including enlistment or voluntary re-entry into the active forces), transfer into a non-bonus eligible rating or failure in any way to discharge my responsibilities under this agreement, I will refund an amount to the government as computed below.

a. The amount of bonus earned is equal to the number of months satisfactorily served divided by the total number of months of contractual obligation times the bonus amount payable over the entire term of the contract. Subtracting the bonus earned from the amount of bonus that I have been paid indicates the amount of overpayment if any.

b. If the calculation indicates overpayment to me, I agree to refund that amount to the government of the United States.

c. Termination from bonus entitlement and/or any refund made by me shall not affect my period of obligation to serve in the IRR.

5. I understand that procedures for payment of the IRR reenlistment bonus will be initiated by the Commanding Officer, Naval Reserve Personnel Center, upon my reenlistment. The bonus will be paid incrementally, less taxes, following Navy directives.

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SECTION II

STATEMENT OF UNDERSTANDING

I have read and understand each of the statements above and have had my questions satisfactorily answered. I understand that the statements above constitute all promises or agreements whatsoever concerning my eligibility/entitlement to an IRR reenlistment bonus. Any other promise, representation or commitments made to me in connection with an IRR reenlistment bonus are written below in my own handwriting or are hereby waived.

Signature of Enlistee, Rate, SSN

Date

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SECTION III
AUTHENTICATION

Statement of Commissioned Officer administering Reenlistment Oath.
I certify that I have counseled or, if counseling is not feasible,
have provided written responses to the above applicant concerning
his/her obligations under this agreement.

Typed Name and Rank of Officer Administering Oath Date

Commanding Officer Signature

Address