



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

DAPE-MPE-PD

28 Jan 2008

MEMORANDUM FOR Commander, US Army Reserve Command, Attn: G1
1401 Deshler Street SW Ft McPherson, GA 30330

SUBJECT: Implementing Instructions for USAR Enlisted Affiliation Bonus.

1. References.

- a. Section 308c, Title 37 United States Code (37 USC, Sec 308c).
- b. Army Regulation (AR) 135-7, Army National Guard and Army Reserve Incentive Programs, 15 April 1996.
- c. AR 140-111, U.S. Army Reserve Reenlistment Program, 9 May 2007.
- d. AR 601-280, U.S. Army Retention Program, 31 January 2006.
- e. AR 601-210, Active and Reserve Component Enlistment Program, 1 October 2007.
- f. DAPE-MPE-PD Memorandum, Subject: Implementing Instructions for USAR Enlisted Affiliation Bonus and Prior Service Enlistment Bonus, dated 20 December 2006.
- g. DAPE-MPE-PD Memorandum, Subject: Implementing Guidance for Modified Enlisted Affiliation Bonus, dated 6 February 2006.

2. This memorandum supersedes the guidance of references 1f and 1g; provides Enlisted Affiliation Bonus (EAB) implementation guidance effective 1 January 2008.

Note: Refer to AR 601-210 chapter 10 for the policy guidance and administration of the Prior Service Enlistment Bonus.

3. This implementation memorandum is for United States Army Reserve only. ARNG implementation guidance is covered under separate instructions.

4. Additional guidance for DFAS. To avoid future claims of erroneous or unfulfilled commitments, request Commander, DFAS ensure that servicing finance and accounting offices (FAO)/U.S. Army Reserve Pay Center (UPC) is knowledgeable of the contents of this memorandum.

5. Reserve Components (RC) Enlisted Affiliation Bonus (EAB) Eligibility. Soldiers that meet the eligibility criteria set forth in this memorandum are eligible for the EAB on assignment to a USAR Selected Reserve unit.

a. Members of an armed force who have completed fewer than 20 total years of military service and execute a written agreement to serve in a USAR unit for a period of not less than three years in a skill, unit or pay grade designated on written agreement after being discharged or released from active duty under honorable conditions, are eligible for this bonus on assignment to a USAR Selected Reserve unit.

b. On assignment to a RC Selected Reserve unit, an Affiliation Bonus may be paid to an enlisted Soldier who meets the following criteria in (1) or (2) thru (8) below:

(1) Is currently serving on active duty (AD) in the Active Army or corresponding AD including an AD term of service incurred by an order.

(a) Is otherwise eligible to remain on AD by reenlistment or voluntary extension in the component to which he or she is currently assigned (that is Active Army or other U.S. armed force), or

(b) Is a mobilized IRR or Standby Reserve Soldier completing the AD term of service and separating from AD with an SPD code of LBK and no disqualifying RE code on the DD Form 214 (specifically 09L MOS).

(2) Has satisfactorily completed a term of service in one of the following:

(a) An active component enlistment contract in one of the U.S. armed forces.

(b) A period of obligated AD service in an active component of a U.S. armed force. This includes Active Army service under AR 135-210, chapter 2, corresponding AD, or an AD term of service incurred by an order, and

(c) A tour of active duty in an AGR status for the term specified in the AGR orders, normally three years. This does not include an ARNGUS tour of AGR service under title 32, U.S. Code.

(3) Has been

(a) REFRAD from the Active Army or title 10 AGR Status; or

(b) Transferred from the IRR or Standby Reserve; or

(c) Enlisted in the USAR after REFRAD/discharged from another U.S. armed force; and

DAPE-MPE-PD

SUBJECT: Implementing Instructions for USAR Enlisted Affiliation Bonus

(4) When last REFRAD/discharged, must have been eligible to remain on AD by reenlistment or voluntary extension in the component to which the Soldier was assigned (that is Active Army, ARNGUS, USAR or other U.S. armed force); or

(5) If last period of AD was as a mobilized IRR or Standby Reserve Soldier, was separated from AD with an SPD code of LBK with no disqualifying RE code on the DD Form 214 (specifically 09L MOS).

(6) Is not affiliating to qualify for military technician, Active Guard and Reserve (AGR) position or continuous active duty service.

(7) Possesses the military grade and skill qualification commensurate with the vacancy and the skill is designated as critical in the current SRIP list.

(8) Enters into a written service agreement sufficient to cover the affiliation period selected. Soldier must also execute a "Written Agreement - Enlisted Affiliation Bonus Addendum," dated March 2006 (enclosure).

6. Enlisted Affiliation Bonus award level and method of payment will be IAW current USAR SRIP Policy Guidance.

a. HRC RC Transition Branch, Army Reserve Careers Division (ARCD), and U.S. Army Recruiting Command (USAREC) will utilize a pdf version of the "Written Agreement - Enlisted Affiliation Bonus Addendum", dated March 2006 to contract Soldiers for the RC Enlisted Affiliation Bonus. This agreement document will be used for USAR Enlisted Affiliation Bonus applicants for the duration of this policy memorandum or until changed or superseded by other policy guidance. Service representatives are authorized to make the following pen and ink changes to DA Form 3540-Series by adding "Written Agreement - Enlisted Affiliation Bonus Addendum" in Section IX.

7. Processing Soldiers currently on active duty in the Active Component (AC) or corresponding AD.

a. A current in-service AC or corresponding AD USAR Enlisted Affiliation Bonus applicant, who has a remaining term on a current written service agreement at REFRAD but does not have a term sufficient to cover the affiliation period selected, shall--

(1) execute an enlistment agreement with the Reserve Component Career Counselor (RCCC) for whole years IAW reference 1d and current messages prior to REFRAD to ensure the Soldier has the term on a current written service agreement to qualify for the affiliation period selected. A copy of the "Written Agreement - Enlisted

DAPE-MPE-PD

SUBJECT: Implementing Instructions for USAR Enlisted Affiliation Bonus

Affiliation Bonus Addendum”, dated March 2006 will be attached to each copy of the DD Form 4-Series before distribution, or

(2) execute only the DA Form 3540-Series (“Certificate and Acknowledgment of U.S. Army Reserve Service Requirements and Methods of Fulfillment,” Sep 2000) and attach a copy of the completed “Written Agreement - Enlisted Affiliation Bonus Addendum”, dated March 2006, to each copy of the DA Form 3540-Series before distribution. The Soldier must then subsequently meet the reenlistment requirements of AR 140-111, Table 2-1 and reenlist at the unit of assignment prior to processing the Affiliation Bonus incentive. The following remark will be entered on the DA Form 3540-Series, Section XII, 2. Remarks, prepared by the Reserve Component Career Counselor (RCCC):

“I currently have _____ years, _____ months and _____ days remaining on my written service agreement at REFRAAD. I understand that I am required to reenlist at my unit of assignment for an additional term sufficient to cover the affiliation period selected before my affiliation bonus is processed for payment. As an exception to policy IAW DA G-1 Memorandum dated (*use date of this memorandum*), I am authorized to reenlist outside the 12-month reenlistment window for 1,2,3,4,5,6 years, or an indefinite period (as required) to satisfy the service term of the USAR Enlisted Affiliation Bonus written agreement.” _____ Soldier’s initials.

(3) When the Soldier arrives at the unit for in-processing, the Army Reserve Career Counselor (ARCC) will, as an exception to policy relative to AR 140-111;

(a) Execute a reenlistment agreement for the number of whole years (1,2,3,4,5, 6-years, or indefinite) to cover the affiliation term of service; and

(b) Reenlist the Soldier outside the 12-month reenlistment window. The DD Form 4-Series and DA Form 3540-Series, are used for this purpose. This service agreement shall be executed prior to processing the USAR Enlisted Affiliation Bonus for payment. A copy of the completed “Written Agreement - Enlisted Affiliation Bonus Addendum”, dated March 2006 will be attached to each copy of the DD Form 4-Series and DA Form 3540-Series before distribution. The following remark will be entered on the DA Form 3540-Series, Section XII, 2. Remarks, prepared by the ARCC:

“As an exception to policy IAW DA G-1 Memorandum dated (*use date of this memorandum*), I am authorized to reenlist outside the 12-month reenlistment window for 1,2,3,4,5,6 years, or an indefinite period (as required) to satisfy the service term of the USAR Enlisted Affiliation Bonus written agreement.” _____ Soldier’s initials

b. An in-service AC or corresponding AD RC Enlisted Affiliation Bonus applicant having no remaining term of service on a current written service agreement at REFRAAD shall execute an enlistment agreement with the RCCC for whole years IAW reference

DAPE-MPE-PD

SUBJECT: Implementing Instructions for USAR Enlisted Affiliation Bonus

1d and current messages sufficient to cover the affiliation period selected. A copy of the completed "Written Agreement - Enlisted Affiliation Bonus Addendum", dated March 2006 will be attached to each copy of the DD Form 4-Series before distribution.

c. An in-service AC or corresponding AD RC Enlisted Affiliation Bonus applicant, who has the term remaining on a current written service agreement sufficient to cover the affiliation period selected, shall execute only the "Written Agreement - Enlisted Affiliation Bonus Addendum", dated March 2006. The RCCC will attach a copy of the DA Form 3540-Series and a copy of the transfer order to each copy of the written agreement before distribution.

8. Processing Soldiers currently in the IRR.

a. Upon transfer to a SELRES unit; an IRR RC Enlisted Affiliation Bonus applicant, who **does not** have the term remaining on a current written service agreement sufficient to cover the affiliation period selected may, as an exception to policy relative to AR 140-111--

(1) Execute a reenlistment agreement for the number of whole years (1,2,3,4,5, 6 years, or indefinite) to cover the affiliation term of service; and

(2) Reenlist outside the 12-month reenlistment window. The DD Form 4-Series and DA Form 3540-Series are used for this purpose. This service agreement shall be executed prior to processing the USAR Enlisted Affiliation Bonus for payment. A copy of the completed "Written Agreement - Enlisted Affiliation Bonus Addendum", dated March 2006 will be attached to each copy of the DA Form 4187 (Personnel Action), DD Form 4-Series and DA Form 3540-Series before distribution. The following remark will be entered on the DA Form 3540-Series, Section XII, 2. Remarks, prepared by the ARCC:

"As an exception to policy IAW DA G-1 Memorandum dated (*use date of this memorandum*), I am authorized to reenlist outside the 12-month reenlistment window for 1,2,3,4,5,6 years, or an indefinite period (as required) to satisfy the service term of the USAR Enlisted Affiliation Bonus written agreement." _____ Soldier's initials

Note: Ensure Soldiers are counseled that signing the "Written Agreement - Enlisted Affiliation Bonus Addendum" does not entitle them to the Enlisted Affiliation Bonus. The Enlisted Affiliation Bonus will not be processed for payment until they subsequently meet reenlistment eligibility requirements and reenlist to cover the term of service selected.

b. An IRR Enlisted Affiliation Bonus applicant, who has the time remaining on a current written service agreement sufficient to cover the affiliation period selected, shall execute only the "Written Agreement - Enlisted Affiliation Bonus Addendum", dated

DAPE-MPE-PD

SUBJECT: Implementing Instructions for USAR Enlisted Affiliation Bonus

March 2006. A copy of the DA Form 4187 and a copy of the transfer order will be attached to each copy of the written agreement before distribution.

9. Processing Civil Life Gain Prior Service (PS) Soldiers.

a. A Prior Service RC Enlisted Affiliation Bonus applicant having no contractual or statutory obligation shall execute an enlistment agreement for whole years IAW AR 601-210 sufficient to cover the affiliation period selected. Enlistment agreements will be executed during the processing phase at the Military Entrance Processing Station (MEPS).

b. A copy of the completed "Written Agreement - Enlisted Affiliation Bonus Addendum", dated March 2006 will be attached to each copy of the DD Form 4-Series before distribution.

10. This memorandum will remain in effect until this policy has been incorporated into Army Regulation 601-280 as part of the AC/RC policy integration process or has been superseded by other policy guidance. Consistent with Section 308c of Title 37, United States Code, RC Enlisted Affiliation Bonus agreements shall not be entered into after 31 December 2008 unless extended by law.

11. Questions concerning execution or implementation of this policy for AC/AD to TPU processing should be directed to HRC RC Transition Branch, DSN 221-4175 or Comm 703-325-4175. Questions concerning execution or implementation of this policy for IRR to TPU processing should be directed to AR-RTD, 770-968-2074. Questions concerning execution or implementation for PS to TPU processing should be directed to HQ, USAREC, (502) 626-0529. THE HQDA, DCS, G-1, point of contact for staff inquiries regarding the policies in this memorandum is SGM Antonio Rivera, DSN 224-5319, Comm 703-614-5319, e-mail antonio.rivera@hqda.army.mil.

FOR THE DEPUTY CHIEF OF STAFF, G-1:

Encl


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