



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK VIRGINIA 23551-4615

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Changes to the identified Navy Reserve Personnel Manual articles are effective the date written at the top of each article and the date on this change summary.

  
J. A. SCHOMMER  
Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Website:  
<https://www.navyreserve.navy.mil>.

Table of Contents – Revised to reflect all current changes.

Article No.	<u>Article Title</u>
1100-010	<b>Reserve Incentive Programs</b>
	<ul style="list-style-type: none"><li>• Substantial changes have been made to this article and it should be read in its entirety.</li><li>• Simplifies existing Reserve incentives policy.</li><li>• Removes repetitive policy contained in other RESPERSMAN articles.</li><li>• Removes the requirement for Navy Recruiting Command and the Career Transition Office (CTO) to submit enlisted incentive written agreements. Instead, enlisted NAVPERS 1070/613, Administrative Remarks, are to be uploaded into PRIDE Mod II upon Sailor's affiliation with SELRES.</li><li>• Clarifies required documents that Navy Recruiting Command and the CTO must upload in PRIDE Mod II for officer incentives.</li><li>• Directs echelon IV Commanders to designate a Regional Incentive Program Coordinator in writing.</li><li>• Clarifies conditions when an entitlement is to be terminated, and which conditions are subject to recoupment. Table 11-1 included as an aide.</li><li>• Examples included to amplify recoupment conditions, and recoupment amount calculations.</li></ul> <p>(COG: COMNAVRESFORCOM (N11))</p>

## RESPERSMAN 1100-010

### RESERVE INCENTIVE PROGRAMS

<b>Responsible Office</b>	COMNAVRESFORCOM (N11)	Phone: DSN COM FAX	262-2002 (757) 322-2002 (757) 444-7598
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<b>References</b>	<p>(a) DoDINST 1304.29, Administration of Enlistment Bonuses, Accession Bonuses for New Officers in Critical Skills, Selective Reenlistment Bonuses, and Critical Skills Retention Bonuses for Active Members</p> <p>(b) BUPERSINST 1001.39F, Administrative Procedures for Navy Reservists</p> <p>(c) DoDINST 1304.31, Enlisted Bonus Program (EBP)</p> <p>(d) DoDINST 1304.34, General Bonus Authority for Officers</p> <p>(e) DoDINST 6000.13, Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers (HPOs)</p> <p>(f) OPNAVINST 5300.10B, Navy Selected Reserve Incentive Programs</p> <p>(g) COMNAVCRUITCOMINST 1130.8K, Navy Recruiting Manual – Enlisted Volumes I - V</p> <p>(h) DoD 7000.14R, Volume 7A, DoD FMR, Military Pay Policy – Active Duty and Reserve Pay</p> <p>(i) OPNAVINST 1160.8B, Selective Reenlistment Bonus Program</p>
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1. Purpose. Establish policy for Selected Reserve (SELRES) incentive program management and execution which consists of enlisted incentives, general officer incentives, and Healthcare Professions Officer (HPO) incentives. SELRES bonus eligible rates, paygrades, designators, specialties, and payment amounts are promulgated annually via Navy Reserve Force (NAVRESFOR) Bonus policy.

#### 2. Definitions

a. Reserve Bonus Application Module (RBAM). The enlisted bonus application process is managed by the RBAM tool located on the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Enlisted Incentives (N112) website at Navy Reserve Homeport, [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_N112/SitePages/Home.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112/SitePages/Home.aspx).

b. Reserve Application Module for Bonuses (RAMBO). The officer bonus application process is managed by the RAMBO tool located on the COMNAVRESFORCOM Officer Incentives (N112) website at Navy Reserve Homeport, [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_N112A/Pages/N112A.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112A/Pages/N112A.aspx).

c. Navy Reserve Homeport N112 webpage addresses

(1) Enlisted Incentives Navy Reserve Homeport N112 Page. Contains RBAM, Office of Chief of Navy Reserve (OCNR) Bonus Policies, applicable Bonus RESPERSMANs, Bonus Termination Letter templates, Bonus Declination NAVPERS 1070/613 template, Bonus Checklists, Field Bonus Coordinator Playbook, and other applicable tools to assist Navy Recruiting Command, the Career Transition Office (CTO), and Navy Reserve Activity (NRA) Incentive Program Coordinators. Located at [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_N112/SitePages/Home.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112/SitePages/Home.aspx).

(2) Officer Incentives Navy Reserve Homeport N112 Page. Contains RAMBO, OCNR Bonus Policies, applicable Bonus RESPERSMANs, Bonus Termination Letter templates, Bonus Declination NAVPERS 1070/613 template, Bonus Checklists, Field Bonus Coordinator Playbook, and other applicable tools to assist Navy Recruiting Command, CTO, and NRA Incentive Program Coordinators. Located at [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_N112/SitePages/Home.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112/SitePages/Home.aspx).

d. Navy Standard Integrated Personnel System (NSIPS). The Navy's single, field-entry, electronic pay and personnel system for all Active Duty and Reserve Sailors.

e. Affiliation Processing and Summary Record (APSR). NAVPERS 1300/2 is utilized by CTO, and NAVPERS 1131/43 is utilized by the Navy Recruiting Command, to verify if a member is eligible for an incentive.

f. Personalized Recruiting for Immediate and Delayed Enlistment Modernization (PRIDE Mod) II. A web-enabled application used for designated enlisted and officer accession functions managed at the Military Entrance Processing Stations (MEPS), the Recruit Training Center (RTC), District, Region, and Commander, Navy Recruiting Command (COMNAVCRUITCOM).

g. Types of Reserve Incentives

(1) Enlisted Incentives. Includes the New Accession Training (NAT) Bonus, Prior Service Affiliation Bonus, Prior Service Enlistment Bonus, and Reenlistment Bonus.

(2) Officer Incentives (non-Health Professions Officer (HPO)). Includes the Affiliation Bonus, Accession Bonus, Retention Bonus, and Critical Skill Retention Bonus for non-HPO.

(3) Officer Incentives (HPO). Includes the Affiliation Bonus, Accession Bonus, Critical Wartime Subspecialty (CWS) Special Pay, Stipend, and Reserve Component Health Professions Loan Repayment Program (RCHPLRP).

### 3. Policy

#### a. General Incentive Policy

(1) All Sailors determined to be eligible for an incentive are required to read and sign the applicable incentive program written agreement or sign a Declination NAVPERS 1070/613, Administrative Remarks. Enlisted written agreements are completed via RBAM. Officer written agreements are completed via RAMBO.

(2) Enlisted incentive program requirements are found in RESPERSMAN 1100-020 and applicable governing directives.

(3) Officer incentive program requirements are found in RESPERSMAN 1100-030, RESPERSMAN 1100-040, and applicable governing directives.

b. Voluntary Administrative Reduction-in-Rate. Sailors who have been approved for affiliation into the SELRES at a lower pay grade must voluntarily accept an administrative reduction in rate. Voluntarily accepting an administrative reduction in rate may be used to become eligible for an affiliation or prior service bonus.

(1) Sailor must be processed through COMNAVCRUITCOM or the CTO to affiliate or enlist in the Navy Reserve. Sailors can only take a reduction in rate if there are not any recruiting reservations available in their current rate.

(2) Reduction in rate must be to a permanent, vice temporary, paygrade.

(3) Sailors who accept this voluntary reduction-in-rate cannot request to have their previous rate reinstated once affiliated.

(4) Reduction in rate will not be used to become eligible for a reenlistment bonus.

(5) Involuntary reduction-in-rate (e.g., as a result of NJP or Court Martial) cannot be used to become eligible for any bonus.

c. Voluntary orders to Active Duty for Operational Support (ADOS), and voluntary or involuntary orders to active duty for Definite Reserve Call-up (RECALL) or Full/Partial Mobilization

(1) Sailors currently serving under an approved incentive contractual obligation in a SELRES status who (a) voluntarily accept orders to ADOS, or (b) execute active duty orders in support of Definite RECALL, or execute mobilization orders, will maintain bonus entitlement for the duration of the orders or mobilization period. Time served on these orders counts toward fulfillment of the Sailor's SELRES obligation.

(2) The Sailor must return to a SELRES status immediately upon completion of the active duty orders and continue to serve any remaining incentive obligation period.

(3) If a Sailor does not return prior to a SELRES status, eligibility for the incentive will be terminated and recoupment action initiated, as indicated in paragraph 3.e. The bonus termination date will be the date of expiration of the active duty orders.

d. Period of Non-Availability for Sailors Receiving Incentives

(1) Per RESPERSMAN 1570-010, a period of non-availability is optional for Sailors receiving an incentive.

(a) Sailors transferring to the Individual Ready Reserve (IRR)-Active Status Pool (ASP), are highly encouraged to request a one-time period of non-availability of up to one year for a valid reason (i.e., temporary work conflict, documented personal hardship, missionary obligation), following a period of satisfactory SELRES participation. There is no guarantee that an affiliation recruiting quota will be available after a period of non-availability.

(b) COMNAVRESFORCOM (N11) may authorize a one-time period of non-availability of up to one year.

(c) Sailors must continue drilling until final approval from COMNAVRESFORCOM (N11) is received.

(d) If approved by COMNAVRESFORCOM (N11), the Sailor will be transferred to the IRR-ASP via PERS-93, suspended from the incentive program, and will not receive any payments during the period of suspension.

(e) NRA will submit Incentive Program Suspension Letters to COMNAVRESFOR N112 functional email accounts for those Sailors requesting to voluntarily transfer to the IRR-ASP for an approved period of non-availability. Sample suspension letters can be downloaded from the COMNAVRESFORCOM (N112) homeport pages listed in paragraph 2.

(2) A Sailor must reestablish eligibility after a period of authorized non-availability.

(a) A Sailor must return to a SELRES status via recruiting prior to the expiration of the authorized period of non-availability. If a Sailor does not return prior to the expiration date, eligibility for the incentive will be terminated and recoupment action initiated, as indicated in paragraph 3.e.

(b) NRAs must forward re-affiliation documentation to COMNAVRESFOR (N112) functional email accounts to reestablish bonus eligibility.

(c) Sailors who return to a SELRES status prior to the expiration of the authorized period of non-availability, as required, must extend their enlistment/commitment to equal, or

exceed, the duration of the period of authorized non-availability. Sailors, including those who received a lump sum payment of their bonus, who fail or refuse to extend their enlistment/commitment to cover the period of contractual obligated service, will lose eligibility for the incentive. The bonus will be terminated and recoupment action initiated effective the date that the Sailor was originally transferred to the IRR-ASP.

(d) For Sailors receiving annual bonus payments, entitlement for continued payment will resume on the adjusted anniversary date of satisfactory creditable service in the SELRES. The date will be adjusted for that period of non-availability.

e. Termination and Recoupment. Failure to satisfactorily complete the terms of the incentive obligation will result in termination of the bonus entitlement. Utilize reference Table 11-1, in this article, to determine termination and recoupment conditions. Sailors whose bonus eligibility is terminated will not receive any further incentive payments for that bonus and will be subject to recoupment of the portion of the bonus received, as applicable per reference (a), section E1.4.

(1) NRAs will submit Incentive Program Termination Letters to COMNAVRESFORCOM (N112). A sample termination letter can be downloaded from the COMNAVRESFORCOM Navy Reserve N112 homeport page listed in paragraph 2.

(2) If a discovery of a Sailor receiving an unearned incentive, per Table 11-1 of this article, and termination letter has not been received, COMNAVRESFORCOM (N112) will automatically terminate the bonus per his/her respective incentive written agreement. Automatic terminations will also initiate applicable recoupment actions.

(3) The following are conditions affecting participation under which entitlement will be terminated, but for which the Sailor will not be subject to recoupment:

(a) Sailor is involuntarily separated/transferred from a SELRES IDT paid status (i.e., unit deactivation, directed relocation, reorganization, or DoD-directed reduction in the drilling Reserve Force).

(b) Sailor suffers death, injury, illness or other impairment that is not the result of his or her own willful misconduct. This is not a line of duty determination.

(c) Sailors, both officer and enlisted, who voluntarily accept Training and Administration of the Reserves (TAR), Indefinite Recall, or who are released to active component, and have completed at least 18 months of an approved 3-year incentive contractual obligation, or 36 months of an approved 6-year incentive contractual obligation.

(d) Separation of an enlisted Sailor to permit acceptance of, or entry into, a program leading to a commission or warrant officer appointment. (Any unpaid portion of the bonus is suspended and will terminate on commissioning or appointment. Any unpaid portion of the



bonus will be paid on a prorated basis if the Sailor is not commissioned or appointed, and then returns to an enlisted status in the same bonus skill).

(4) The following are conditions affecting participation for which entitlement will be terminated, and future payments will be forfeited, where the Sailor will be subject to recoupment of a prorated dollar amount corresponding to the unfulfilled service obligation:

(a) Sailors who voluntarily stop serving in the rating or specialty in which bonus eligibility was established, unless authorized continued bonus entitlement by COMNAVRESFOR (N11). This includes lateral transfer, redesignate, or rate conversion (lateral or forced).

(b) Officers who no longer qualify for a training program in which bonus eligibility was established, unless authorized continued bonus entitlement by Navy Bureau of Medicine and Surgery (BUMED) Reserve Affairs Officer (RAO). This includes failure to report annual verification of Training Medical Specialties Program (TMS) certifications, and failure to maintain good standards while enrolled in the Residency/Fellowship Program.

(c) Sailors, both officer and enlisted, who voluntarily accept TAR, Indefinite Recall, or who are released to active component, and have not completed at least 18 months of an approved 3-year incentive contractual obligation, or 36 months of an approved 6-year incentive contractual obligation. Termination and recoupment are effective on the date of transfer from the SELRES. SELRES Sailors transitioning to active duty/TAR who desire to submit a waiver for remission of indebtedness should refer to MILPERSMAN 1306-1505.

(d) Sailors who are recruited via the PRISE-R program and fail to complete the requirements to make their rate permanent within the program prescribed time limit and approved waivers.

(e) DCOs who fails to complete the program requirements within the program prescribed time limit and approved waivers.

(f) Sailors who fail to return to a SELRES status following an authorized period of non-availability.

(g) Sailors who refuse or fail to extend their term of service to compensate for a period of authorized non-availability.

(h) Sailors who do not satisfactorily participate in the SELRES per RESPERSMAN 1001-010. This applies to Sailors placed on probation per reference (b).

(i) Sailors who separate from the SELRES for any reason (including transfer to IRR (ASP or VTU), reaching age restrictions, or high year tenure (HYT) limits).

(j) Sailors who suffer injury, illness, or other impairment, which is the result of misconduct.

(k) Sailors who separate from the SELRES as a result of misconduct.

#### 4. Responsibilities

##### a. COMNAVRESFORCOM (N11) will:

(1) Coordinate with COMNAVRESFOR to establish annual Navy Reserve incentive program guidance per current legislation and Department of Defense (DoD) policies, in collaboration with COMNAVCRUITCOM and Bureau of Naval Personnel (BUPERS) and establish annual Navy Reserve incentive program budget constraints.

(2) Execute the enlisted and officer incentive programs for the Navy Reserve.

(3) Contribute to establishing annual Navy Reserve incentive program guidance per current legislation and Department of Defense (DoD) policies.

(4) Provide force-wide training and guidance regarding policies and procedures which govern establishment, suspension, and termination eligibility for incentive programs.

(5) Monitor participation, attrition, and recoupment per current directives and budget constraints.

(6) Maintain standard operating procedures on the N112 SharePoint pages for the submission of incentive applications.

(7) Adjudicate all incentive applications.

(8) Monitor each incentive program applicant and suspend or terminate eligibility as required.

##### b. Echelon IV Commanders will:

(1) Monitor the administration and execution of the incentive programs for their respective region/wing, to include subordinate commands.

(2) Designate a Regional Incentive Program Coordinator in writing. The coordinator will be a TAR or an active component member, E7 or above, with a minimum of 12 months remaining at present duty station when designated. An E6 may be designated when an E7 or above is not assigned to the command or when the CO determines that an E6 is a better fit for the designation.



(3) Require subordinate NRA Commanding Officers (COs) to designate a Command Incentive Program Coordinator in writing.

c. NRA COs will:

(1) Monitor the administration and execution of the incentive programs for their command.

(2) Designate a Command Incentive Program Coordinator in writing. The coordinator will be a TAR or an active component member, E6 or above, with a minimum of 12 months remaining at present duty station when designated. An E5 may be designated when an E6 or above is not assigned to the command or when the CO determines that an E5 is a better fit for the designation.

d. NRA Incentive Program Coordinators. Responsible for the administration and execution of officer and enlisted incentive programs for their command, specifically, they will:

(1) Validate and determine eligibility of members interested in incentive programs.

(2) Ensure applicable personal data is entered into NSIPS regarding the Sailor's affiliation, enlistment or reenlistment. Navy Enlisted Classifications (NECs) and Subspecialties (SSPs) for which a Sailor is eligible for an incentive, must be listed in the primary or secondary position in NSIPS for enlisted and officers respectively prior to submitting an incentive package.

(3) Forward all bonus applications to COMNAVRESFORCOM (N112) within five working days of the Sailor's first drill weekend for newly reported Sailors or date of reenlistment for current enlisted SELRES. Submit enlisted bonus applications electronically via RBAM, accessible from the COMNAVRESFORCOM Enlisted Incentives website. Submit Officer Bonus applications electronically via RAMBO, accessible from the COMNAVRESFORCOM Officer Incentives website.

(4) Generate written agreement within 90 days after SELRES affiliation date, for enlisted incentives.

(5) Generate written agreement within 90 days after SELRES affiliation date if officer written agreement was not submitted in RAMBO prior to reporting.

(6) Understand continued eligibility requirements and monitor satisfactory participation of Sailors currently enrolled in, or requesting enrollment in, incentive programs, per RESPERSMAN 1001-010. This includes coordination within the NRA to ensure Sailors have participated at least one drill weekend, and that the drill periods were favorably adjudicated as "Present-Satisfactory" per RESPERSMAN 1570-010 prior to submission of bonus paperwork via RBAM or RAMBO.

(7) Ensure Sailors are fully gained in NSIPS (i.e., the Duty Status Code (DSC) must be "200").

(8) Counsel Sailors who decline to accept a bonus for which they are eligible, within 90 days of the SELRES affiliation/accession date, and document this counseling on a Declination NAVPERS 1070/613, Administrative Remarks. If declination occurs after affiliation/accession, NRA will upload NAVPERS 1070/613 into the Sailor's Official Military Personnel File (OMPF) and PRIDE Mod II.

(9) Submit bonus suspension and termination letters as required, per paragraphs 3.d. and 3.e. of this article.

e. Per reference (i), COMNAVCRUITCOM Recruiters and CTO responsibilities will:

(1) Determine and/or validate Sailor's eligibility for affiliation and accession incentive programs.

(2) For enlisted incentives, generate and upload enlisted NAVPERS 1070/613, Administrative Remarks in PRIDE Mod II upon Sailor's affiliation with SELRES. Provide a copy to the associated NRA.

(3) For officer incentives, upload APSR, NAVPERS 1300/2 in PRIDE Mod II and generate officer incentive written agreement via RAMBO prior to Sailor's affiliation/accession with SELRES. Provide copies to the associated NRA. Counsel the Sailor to verbally remind the NRA Incentive Program Coordinator of pending bonus packages.

(4) For stipends (HPO only), confirm an official letter from the educational/residency institution that adequately identifies the applicant by name and social security number, accompanies the incentive agreement. The letter must certify the Sailor's full time enrollment/residency status (full time enrollment is defined as year round attendance with applicable course load), the program in which the applicant is enrolled, the official start date, and the estimated date of completion/graduation.

(5) Counsel Sailors who decline to accept a bonus for which they are eligible, within 90 days of the SELRES affiliation/accession date, and document this counseling on a Declination NAVPERS 1070/613, Administrative Remarks. If declination occurs after affiliation/accession, NRA will upload NAVPERS 1070/613 into the Sailor's Official Military Personnel File (OMPF) and PRIDE Mod II.

f. Sailors will:

(1) Sign an election written agreement upon affiliation, but no more than 90 days after SELRES affiliation date.

(2) Participate in the next drill weekend following full strength gain in NSIPS.

(3) Work directly with the NRA Incentive Program Coordinator, and appropriate stakeholders per RESPERSMAN 1100-020, RESPERSMAN 1100-030 and RESPERSMAN 1100-040, to complete submission and certification of the Sailor's pending bonus package.

**Table 11-1. Conditions when a SELRES Bonus entitlement will be subject to Termination and/or Recoupment**

	Condition/Event	Not Applicable	Subject to Termination	Subject to Recoupment
1	Sailor involuntarily separated/transferred from a SELRES IDT paid status (e.g., unit deactivation, directed relocation, reorganization, or DoD-directed reduction in the drilling Reserve Force).		X	
2	Sailor suffers death, injury, illness or other impairment that is not the result of his or her own willful misconduct.		X	
3	Officer voluntarily accepts TAR, Indefinite Recall, or is released to active component AND has completed at least 18 months of an approved 3-year incentive contractual obligation, or 36 months of an approved 6-year incentive contractual obligation.		X	
4	Officer voluntarily accepts TAR, Indefinite Recall, or is released to active component and HAS NOT completed at least 18 months of an approved 3-year incentive contractual obligation, or 36 months of an approved 6-year incentive contractual obligation.		X	X (see note 1)
5	Enlisted Sailor voluntarily accepts TAR, Indefinite Recall, or is released to active component AND has completed at least 18 months of an approved 3-year incentive contractual obligation, or 36 months of an approved 6-year incentive contractual obligation.		X	
6	Enlisted Sailor voluntarily accepts TAR, Indefinite Recall, or release to active component and HAS NOT completed at least 18 months of an approved 3-year incentive contractual obligation, or 36 months of an approved 6-year incentive contractual obligation.		X	X (see note 1)
7	Enlisted Sailor separates to permit acceptance of, or entry into, a program leading to commission or warrant appointment.		X	
8	Enlisted Sailor separated to permit acceptance of, or entry into, a program leading to commission or warrant appointment, BUT is not commissioned or appointed and returns to an enlisted status in the same bonus skill.		X	X (see note 2)
9	Officer voluntarily completes a lateral transfer or redesignation, and stops serving in the specialty in which bonus eligibility was established.		X (see note 3)	X (see note 3)

**Table 11-1. Conditions when a SELRES Bonus entitlement will be subject to Termination and/or Recoupment**

	Condition/Event	Not Applicable	Subject to Termination	Subject to Recoupment
10	Enlisted Sailor voluntarily completes a rate conversion (lateral or forced), and stops serving in the specialty in which bonus eligibility was established.		X (see note 2)	X (see note 2)
11	PRISE-R Sailor fails to complete the requirements to make their rate permanent within the program prescribed time limit and approved waivers.		X	X
12	DCO who fails to complete the program requirements within the program prescribed time limit and approved waivers.		X	X
13	Officer fails to report annual verification of Training Medical Specialties Program (TMS) certifications.		X (see note 5)	X
14	Officer fails to maintain good standards while enrolled in the Residency/Fellowship Program.		X (see note 5)	X
15	ADOS, Definite Recall, or Mobilized Sailor fails to return to NRA to complete check-in process to SELRES status immediately after release from a period of voluntary or involuntary order to ADOS, definite recall or mobilization, resulting in UAs and unsatisfactory participation.		X	X
16	Sailor approved for assignment of up to six months of Authorized Absences (AAs) upon demobilization.	X		
17	Sailor authorized a one-time period of non-availability of up to one year.	X		
18	Sailors fails to return to a SELRES status following an authorized period of non-availability.		X	X
19	Sailor refuses or fails to extend their term of service to compensate for a period of authorized non-availability.		X	X
20	Sailor does not satisfactorily perform in the SELRES.		X	X
21	Sailor placed on probation status, per reference (b).		X	X
22	Sailor separates from the SELRES due to reaching HYT limits or age restrictions.		X	X
23	Sailor separates from the SELRES and transfers to IRR-ASP or IRR-VTU.		X	X
24	Sailor suffers injury, illness, or other impairment, as a result of own misconduct.		X	X
25	Sailor separates from the SELRES as a result of his or her own misconduct.		X	X

<b>Table 11-1. Conditions when a SELRES Bonus entitlement will be subject to Termination and/or Recoupment</b>				
	<b>Condition/Event</b>	<b>Not Applicable</b>	<b>Subject to Termination</b>	<b>Subject to Recoupment</b>
26	Sailors voluntarily accept orders to ADOS.	X (see note 4)		
27	Sailors voluntarily or involuntarily executes active duty orders for Definite RECALL.	X (see note 4)		
28	Sailors voluntarily or involuntarily executes active duty orders for Full/Partial Mobilization.	X (see note 4)		

Note 1: MILPERSMAN 1306-1505 provides guidance on waiver for remission of indebtedness submission for TAR affiliations.

Note 2: Upon returning to enlisted status, any unpaid portion of the bonus will be paid on a prorated basis.

Note 3: COMNAVRESFOR (N11) may authorize continued bonus entitlement.

Note 4: While on active orders, SELRES with Accounting Category Codes (ACC) 103 or 107 status will maintain bonus eligibility and are expected to return to a drilling status.

Note 5: Upon accepting active orders in ACC code 100 status, the Sailor loses bonus eligibility.

Note 6: BUMED RAOs may authorize continued bonus entitlement.

#### **Termination with and without Recoupment Example**

Bonuses are paid in increments/installments in advance. Recoupment occurs for unearned portions of the bonus.

For example, a Sailor accepts a 3-year bonus on 01 Jun 2022, the installments are scheduled for 01 Jun 2022, 01 Jun 2023, and 01 June 2024 with your obligation ending 31 May 2025.

- If Sailor separated from the reserves on 31 May 2024, the Sailor would have fulfilled the full year of the second installment, so there would not be a recoupment as there was not any unearned portions of the bonus. Final installment would be terminated and not paid out on 01 Jun 2024.
- If Sailor separated 28 Feb 2024, the Sailor would have received 3-months (Mar, Apr, and May) of unearned portion of the bonus, causing 3-months to be recouped. The final installment would be terminated and not paid out on 01 Jun 2024.



**Recoupment Amount Calculation Example**

Recoupment is required on a percentage basis for the time remaining to be served. Divide the amount of the bonus paid by the number of months for which the bonus is payable. This is the bonus amount per month. Multiply this number by the number of months and fractions of months not served (including lost time, unless such lost time has been made up). This is the amount to be recouped.

For example, a Sailor reenlists for 6 years (additional obligated service) with a total bonus payable is \$36,000.

- The Sailor receives \$18,000 in initial payment. This represents  $\frac{1}{2}$  of the total bonus payable, so the bonus was paid for  $\frac{1}{2}$  of the period of additional obligated service ( $\frac{1}{2}$  of 6 years = 3 years = 36 months). Bonus amount per month is \$18,000 (36 = \$500 per month).
- Of this 36-month period, Sailor serves 30 months (does not serve 6 of the 36 months). Recoup  $\$500 \times 6 = \$3,000$  if reason for separation requires recoupment.