



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

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COMNAVRESFOR N1C2
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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>
1100-030	Reserve Officer Incentive (non-Health Professions Officer)
	<ul style="list-style-type: none">Simplifies existing Reserve officer (non-HPO) incentives policy and procedures.
	(COG: COMNAVRESFORCOM (N11))

RESPERSMAN 1100-030

RESERVE OFFICER INCENTIVES (NON HEALTHCARE PROFESSIONALS)

Responsible Office	COMNAVRESFORCOM (N11)	Phone: DSN COM FAX	262-2002 (757) 322-2002 (757) 444-7598
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References	<p>(a) DoD 7000.14R, Volume 7A, DoD FMR, Military Pay Policy - Active Duty and Reserve Pay</p> <p>(b) DoDINST 1304.34, General Bonus Authority for Officers</p> <p>(c) 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>(d) BUPERSINST 1001.39F, Administrative Procedures for Navy Reservists</p> <p>(e) OPNAVINST 5300.10B, Navy Selected Reserve Incentive Programs</p>
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1. Purpose. To provide specific guidance on incentives (i.e., affiliation, accession, and retention bonuses) for Selected Reserve (SELRES) officers (non-Health Professions Officers (HPO)) in designated critical skills. Governing incentive program requirements are outlined in references (a) through (e), RESPERSMAN 1100-010 and appropriate Office of the Chief of Navy Reserve (OCNR) bonus policy.

2. Definitions

a. Policy Terms

(1) Accession. The recruitment of an applicant with no prior enlisted or commissioned service in the armed forces.

(2) Affiliation. The recruitment of an applicant with prior enlisted or commissioned service in the armed forces.

(3) Affiliation Date. The date an officer is assigned to a SELRES unit, annotated on the Ready Reserve Transfer Request Service Agreement, NAVPERS 1200/1.

(4) Direct Commission Officer (DCO). Naval officers commissioned directly into the SELRES with no prior commissioned service in the armed forces.

(5) 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 Reserve Activity (NRA) Incentive Program

Coordinators. Located at https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112/SitePages/Home.aspx.

(6) Prior Service. Describes members who have previous active and/or reserve experience.

(7) 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.

(8) Written Agreement. The 'Officer Incentive Agreement for the Navy Reserve' official form used as a binding incentive contract specifying terms, obligations, entitlements, and statement of understanding.

b. Non-HPO Officer Incentive Categories

(1) Accession Bonus. An incentive intended to assist in the recruitment of DCOs in designated specialties only.

(2) Affiliation Bonus. An incentive intended to assist in the recruitment of prior service veterans in designated specialties only.

(3) Critical Skills Retention Bonus for non-Health Professions Officers (HPOs). An incentive intended to assist in the retention of non-HPOs in eligible critical skills and paygrades.

3. Policy.

a. General Non-HPO Incentive Policy

(1) Reserve incentive program requirements, responsibilities, and policy can be found in RESPERSMAN 1100-010, and applicable governing directives found in references (a) through (e). It is imperative that RESPERSMAN 1100-010 is read in its entirety to better understand/manage all incentive programs contained in this article.

(2) All officers 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. Officer written agreements will be completed via RAMBO, per RESPERSMAN 1100-010.

(3) An officer may only receive one accession recruiting incentive as a commissioned officer in a career. An officer may only receive one affiliation recruiting incentive in a career.

(4) Multiple retention bonuses may be authorized.

b. Application Procedures. Navy Recruiting Command Recruiters, the Career Transition Office (CTO), and NRA Incentive Program Coordinators will submit initial applications and completed incentive packages to COMNAVRESFORCOM (N112) via RAMBO, per RESPERSMAN 1100-010.

c. Declination of Eligible Bonus. Eligible officers who decline a bonus for which they are eligible must sign a Declination NAVPERS 1070/613, and submit per guidance in RESPERSMAN 1100-010.

d. Termination and Recoupment. Refer to RESPERSMAN 1100-010 for complete policy on termination and recoupment to include a table and examples to further clarify conditions.

(1) For affiliation bonuses and accession bonuses, failure to satisfactorily complete the required obligated period will result in bonus eligibility termination and a pro-rated recoupment of monies received based on the period of obligated service not completed, applicable per reference (c), section E1.4.

(2) For Critical Skill Retention bonuses, failure to satisfactorily complete the required obligated period will result in bonus eligibility termination and recoupment of all monies received for the year in which payment was received and the service obligation was not satisfactorily completed., as applicable per reference (c), section E1.4. The officer will not be eligible for any further incentive payments of this type once their eligibility has been terminated.

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

4. Non-HPO Incentives

a. Affiliation Bonus. Applicable to officers with prior service who affiliate in the SELRES in designated specialties. Officers may only contract an affiliation bonus at the time of recruitment into the Navy SELRES, or within 90 days thereafter.

(1) Eligibility requirements. Applicant will:

(a) Have no current military contractual obligations for receipt of any other incentive or educational assistance per reference (a).

(b) Be a commissioned officer affiliating with the SELRES, having served on active duty and released under honorable conditions, and have not previously served in the SELRES within the 12 months preceding their current affiliation.

(c) Affiliate in a designated critical officer skill and paygrade listed in the OCNR Bonus policy in effect on date of affiliation.

(d) Meet all criteria set forth in the OCNR bonus policy in effect on date of affiliation.

(e) Not reach their mandatory removal date or retirement eligibility date in the Ready Reserve during any service obligation period incurred under this agreement per reference (b).

(f) Not have previously received an affiliation bonus.

(g) Not have current contractual obligation to serve in the SELRES (i.e., must not have received Separation Pay upon separation from active duty) per reference (b).

(2) Obligation. Upon agreement to an affiliation bonus, officers will incur a SELRES obligation of three years in the same critical skill, and serve satisfactorily for each year of the obligation. The effective date of the obligation is the date of affiliation with the SELRES.

b. Accession Bonus. Applicable to officers with no prior military service who commission in the SELRES in designated specialties. Officers may only contract an accession incentive at the time of recruitment into the Navy SELRES, or within 90 days thereafter.

(1) Eligibility requirements. Applicant will:

(a) Be qualified and applying for an appointment as a commissioned officer with the SELRES, in a specific designator and paygrade listed on current OCNR bonus policy in effect on date of accession.

(b) Meet all criteria set forth in the OCNR bonus policy in effect on date of accession.

(c) Not have previously received an accession bonus as a commissioned officer.

(2) Obligation. Upon agreement to an accession bonus, Officers will incur a SELRES obligation of four years in the same critical skill, and serve satisfactorily for each year of the obligation. The effective date of the obligation will be the date of affiliation with the SELRES.

c. Critical Skill Retention Bonus for non-Health Professions Officers (HPOs). An incentive offered to SELRES officers in specific critical skills and paygrades, not including HPOs. HPO retention bonuses are discussed in RESPERSMAN 1100-040. The eligible critical skills, paygrades, and any additional eligibility criteria are listed in the current OCNR bonus policy. An officer eligible for an affiliation incentive may receive a retention incentive in lieu of that affiliation incentive. Retention bonuses may only be processed by their NRA.

(1) Eligibility requirements. Applicant will:

(a) Be currently serving an appointment as a Navy Reserve commissioned officer in the SELRES with a specific designator, and/or subspecialty, and paygrade listed on current OCNR bonus policy on the date of approval of the incentive.

(b) Meet all criteria set forth in the OCNR bonus policy in effect on date of approval of the incentive.

(c) A retention bonus may only be offered after existing obligations are fulfilled.

(2) Obligation. Upon agreement to a Retention Incentive, officers will incur a SELRES obligation of three years in the same critical skill, and serve satisfactorily for each year of the obligation. The effective date of the obligation will be the date of approval of the incentive.

(3) Types of Requests

(a) Initial Request. The first request for officers who have not previously received a retention bonus.

(b) Subsequent Request. For officers currently receiving a retention bonus, who request an additional retention bonus following satisfactory completion of terms of the current retention bonus. These requests must be initiated no earlier than 60-days prior to the end of the current service obligation. Approved new agreements may be signed any time after the current service obligation is fulfilled (i.e., current service obligation ends on 30 June 2022; officer may submit subsequent request as early as 30 April 2022; new approved contract may be signed 1 July 2022 or later).

(c) Renegotiation Request. Officers currently receiving a retention bonus, who become eligible for a higher retention bonus amount, may request termination of their existing retention bonus agreement and enter under a new contract for a higher rate. The request to renegotiate must occur within 60-days prior to the due date of the 2nd / 3rd installment. The effective date of the new agreement will coincide with the due date of the 2nd / 3rd installment (the anniversary date of the current retention bonus).