

## RESPERSMAN 1100-010

### RESERVE INCENTIVE PROGRAMS

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<b>References</b>	(a) DoDINST 1205.21 (b) OPNAVINST 5300.10A (c) COMNAVCRUITCOMINST 1130.8J (d) BUPERSINST 1001.39F
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1. **General.** Selected Reserve Bonus eligible rates, paygrades, designators, specialties, and payment amounts are promulgated periodically via NAVADMIN messages.

a. All members determined to be eligible for an incentive are required to read and sign the applicable incentive program written agreement. Current versions of the enlisted written agreements can be found 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/CNRFN112/SitePages/Home.aspx>. Officer written agreements are provided by the COMNAVRESFORCOM Officer Incentives (N112A) Division after precert assignment.

b. Prior service enlisted personnel cannot have more than 16 years of Total Federal Military Service (TFMS) to be eligible for a bonus. This time period is calculated from the member's Pay Entry Base Date (PEBD) to the bonus eligible contract date. Enlisted members eligible for Selective Reenlistment Bonus (SRB) cannot have more than 20 years of TFMS AND their service obligation shall not exceed retirement eligibility date.

c. Officers may only receive one of each recruiting incentive type (accession or affiliation) in a reserve career, and must meet the eligibility criteria for each program for which they are applying at the time of application. Multiple retention bonuses may be authorized. Enlisted members may only receive one 6-year enlistment bonus (New Accession Training Program) and a maximum of one 6-year or two 3-year bonuses each for prior service enlistment/affiliation. Second 3-year bonus only available within 90 days of completing the first 3-year bonus obligation.

d. Enlisted and officer incentive program requirements can be found in [RESPERSMAN 1100-020](#), [RESPERSMAN 1100-030](#) and [RESPERSMAN 1100-040](#), and applicable governing directives.

e. Documents referenced in this article and articles in paragraph 1d. can be downloaded from the COMNAVRESFORCOM Enlisted and Officer Incentive websites at Navy Reserve Homeports: Enlisted - [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). Officer - [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_N112A/SitePages/Home.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N112A/SitePages/Home.aspx).

## 2. **Responsibilities**

a. COMNAVRESFOR (N1C2) shall:

(1) Solicit Reserve community manager recommendations for specific critical rates/ratings, Navy Enlisted Classification (NEC) codes, ranks and/or designators/specialties that may be eligible to receive recruitment and/or reenlistment incentives based on current and projected Navy Reserve requirements and provide input for periodic incentive eligibility policy NAVADMINs.

(2) Contribute to establishing policy for the Navy Reserve incentive programs per current legislation and Department of Defense (DoD) policies, in collaboration with Commander, Navy Recruiting Command (COMNAVCRUITCOM), Navy Personnel Command (NAVPERS), and Office of the Chief of Navy Reserve (OCNR).

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

(4) Provide Navy-wide training and guidance regarding policy which governs establishment, suspension, and termination eligibility for incentive programs.

b. COMNAVRESFORCOM (N11) shall:

(1) Administer the execution of the enlisted and officer incentive programs for the Navy Reserve Force.

(2) Develop and promulgate standard operating procedures for the submission of incentive applications for Navy Reserve

Activities (NRAs) and provide Navy-wide training and guidance in this regard.

(3) Issue individual officer incentive precerts based on verification of member's application documentation received from COMNAVCRUITCOM officer recruiters or Career Transition Office (CTO) transition assistants. Complete and forward the specific incentive written agreements to COMNAVCRUITCOM recruiters or to CTO transition assistants for member's signature.

(4) Adjudicate all incentive applications and establish, disapprove, suspend, and terminate eligibility for each incentive program applicant, as required.

c. Echelon IV Commanders shall:

(1) Monitor the administration and execution of the incentive programs for their respective region/wing.

(2) Require subordinate Commanding Officers (COs)/Officers in Charge (OICs) of NRAs to designate a Command Incentive Program Coordinator in writing.

d. NRA COs/Officers in Charge (OIC) shall:

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

(2) Designate a Command Incentive Program Coordinator in writing. The coordinator shall be an active duty member, E6 or above, with a minimum of 12 months remaining at present duty station when designated. An E5 may be designated in circumstances where an E6 or above is not assigned to the command.

e. NRA Incentive Program Coordinators shall:

(1) Be responsible for the administration and execution of incentive programs for their command, specifically:

(a) Determine and/or validate member's eligibility for incentive programs.

(b) Ensure applicable personal data are entered into Navy Standard Integrated Personnel System (NSIPS) regarding the member's affiliation, enlistment or reenlistment. Bonus NECs

and Navy Officer Billet Codes (NOBCs) must be listed in the primary or secondary position in NSIPS for enlisted and officers respectively prior to submitting bonus package.

Note: See [RESPERSMAN 1221-010](#) for NEC request instructions.

(c) Forward all bonus applications to COMNAVRESFORCOM (N11) within five working days of the member's first drill weekend for newly reported members, or date of reenlistment for enlisted personnel who are already members of the Selected Reserve. Submit Enlisted Bonus applications electronically using the Reserve Bonus Application Module (RBAM), accessible from the COMNAVRESFORCOM Enlisted Incentives Website (linked in paragraph 1e). Submit Officer Bonus applications electronically, using the upload link provided on the COMNAVRESFORCOM Officer Incentives Website (linked in paragraph 1e). Include a copy of the specific incentive written agreement with application.

(d) Monitor drill participation of members currently enrolled in or requesting enrollment in incentive programs and be fully aware of continued eligibility requirements. This includes coordination within the NRA to ensure all drills are adjudicated properly. COMNAVRESFORCOM cannot pay incentives when a member's drill history contains unadjudicated drills.

(e) If member declines to accept a bonus for which they are eligible, have member sign a Declination NAVPERS 1070/613, Administrative Remarks to document; which can be downloaded from the COMNAVRESFORCOM Navy Reserve Homeport websites as indicated in paragraph 1e.

(f) Submit suspension and termination letters as required.

### 3. Limitation on Number of Years an Enlisted Bonus May be Paid

a. The maximum cumulative number of years for which any single bonus may be paid is six years. A member may elect to receive one 6-year bonus or two consecutive 3-year bonuses. This does not apply to members enlisting in the New Accession Training (NAT) or Prior Service Reenlistment-Reserve (PRISE-R) programs, which require a 6-year obligation for receipt of a bonus per reference (c).

b. If member elects an initial 3-year bonus, this does not guarantee entitlement to a second 3-year bonus. Member's rate/rating or specialty that established eligibility for the initial 3-year bonus must be listed as eligible on the NAVADMIN in effect on the date of the second 3-year contract. Members, if eligible, are encouraged to select the 6-year option to maximize bonus value.

4. **Voluntary Administrative Reduction-in-Rate**

a. Cannot be used to gain eligibility for a reenlistment bonus.

b. May be used to gain eligibility for an affiliation (prior service) enlistment bonus.

(1) Member must be processed through recruiting or the Career Transition Office (CTO) to affiliate or enlist in the Navy Reserve and at that time there are no recruiting reservations available for the member's present rate.

(2) Must be to a permanent vice temporary paygrade.

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

c. Involuntary reduction-in-rate (i.e., as a result of NJP or Court Martial) cannot be used to gain eligibility for any bonus.

5. **Authorized Period of Nonavailability for Personnel Receiving Incentives.**

COMNAVRESFORCOM (N11) may authorize a one-time period of nonavailability of up to one year for a valid reason (i.e., temporary work conflict, documented personal hardship, missionary obligation), following a period of satisfactory Selected Reserve participation. If approved by COMNAVRESFORCOM (N11), members will be transferred to the Individual Ready Reserve (IRR)/Active Status Pool (ASP), suspended from the incentive program, and shall not receive any payments during the period of suspension. Members must continue drilling until request is adjudicated by COMNAVRESFORCOM (N11). Submit Incentive Program Suspension Letters electronically to COMNAVRESFORCOM (N11) Reserve Pay Assistance Team (RPAT) at [cnrfc\\_rpat@navy.mil](mailto:cnrfc_rpat@navy.mil) for those members requesting to voluntarily transfer to the IRR (ASP) for an approved period of

nonavailability. Sample letter can be downloaded from the COMNAVRESFORCOM Navy Reserve Homeport as indicated in paragraph 1e.

**6. Reestablishing Eligibility after a Period of Authorized Nonavailability**

a. A member must return to a Selected Reserve status via recruiting prior to the expiration of the authorized period of nonavailability. If a member does not return prior to the expiration date, eligibility for the incentive will be terminated and recoupment action initiated, as indicated in paragraph 7.

b. Member must forward reaffiliation documentation to COMNAVRESFORCOM (N11) RPAT at [cnrfc\\_rpat@navy.mil](mailto:cnrfc_rpat@navy.mil) to reestablish bonus eligibility.

c. Members who return to a Selected Reserve status prior to the expiration of the authorized period of nonavailability must extend their enlistment/commitment to equal, or exceed, the duration of the period of authorized nonavailability. Members, including those who received a lump sum payment of their bonus, who fail or refuse to extend their enlistment/commitment to cover period of contractual obligated service, will lose eligibility for the incentive. The bonus will be terminated and recoupment action initiated, as appropriate.

d. For members receiving annual bonus payments, entitlement for continued payment will resume on the adjusted anniversary date of satisfactory creditable service in the Selected Reserve. The date shall be adjusted for that period of nonavailability.

**7. Termination and Recoupment.** Failure to complete the terms of the incentive obligation will result in termination of bonus entitlement. Members whose bonus eligibility is terminated will not receive any further incentive payments for that bonus and will be subject to recoupment of the bonus received, as applicable. NRAs submit Incentive Program Termination Letters electronically for enlisted via RBAM and for officers using the upload link on the COMNAVRESFORCOM Officer Incentives Website (linked in paragraph 1e). Sample letter can be downloaded from the COMNAVRESFORCOM Navy Reserve Homeport as indicated in paragraph 1e.

a. The following are conditions affecting participation under which entitlement will be terminated, but for which the member will NOT be subject to recoupment:

(1) Member accepts an immediate appointment (not more than 30 days) as an officer in the Selected Reserve and has served more than one year of the incentive contract term.

(2) Member is involuntarily separated/transferred from a Selected Reserve IDT status as a result of unit deactivation, directed relocation, reorganization, or DoD directed reduction in the drilling Reserve Force.

(3) Member suffers death, injury, illness or other impairment that is not the result of his or her own willful misconduct.

(4) Member voluntarily enlists or voluntarily accepts orders to active duty in the Reserve Force and member 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.

b. The following are conditions affecting participation for which entitlement will be terminated, and where the member will be subject to recoupment of an amount of the total bonus received as applicable.

(1) Member does not perform satisfactorily in the Selected Reserve. Enlisted personnel placed on probation per reference (d) shall have their bonus terminated.

(2) Member voluntarily stops serving in the rating or specialty in which bonus eligibility was established, unless authorized continued bonus entitlement by COMNAVRESFOR (N1C2).

(3) Member was recruited via the RESCORE-R or PRISE-R program and fails to complete the requirements to make their rate permanent within the program prescribed time limit.

(4) Member refuses or fails to extend their term of service to compensate for a period of authorized nonavailability.

(5) Member suffers injury, illness, or other impairment, which is the result of his or her own willful misconduct.

(6) Member fails to return to NRA to complete check-in process to Selected Reserve status immediately after release from a period of voluntary or involuntary order to Active Duty for Special Work (ADSW) or mobilization. A Reserve Unit Commanding Officer approval of a request for assignment of up to six months of Authorized Absences (AAs) upon demobilization, per [RESPERSMAN 1570-010](#), does not impact incentive entitlement.

(7) Member enrolls in an authorized officer commissioning program not associated with the critical specialty for which the officer is receiving a stipend.

(8) Member voluntarily enlists or voluntarily accepts orders to Active Duty (AD) in the Reserve Force, and member 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.

(9) Member separates from the Selected Reserve for any reason (including enlistment or voluntary order to active duty in the active forces, and reaching Navy Reserve high year tenure (HYT) limits), other than by death, injury, illness or other impairment not the result of his or her own willful misconduct.

NOTE: Termination letters are required for all of the above reasons. If no letter is received, COMNAVRESFORCOM (N11) will automatically terminate the bonus in case of members who have been discharged, transferred to the IRR (VTU/ASP), or transferred to AD for greater than 12 months without reinstating their eligibility per their respective incentive written agreement. Automatic terminations will also initiate recoupment actions.

## 8. Voluntary or Involuntary Orders to AD

a. Voluntary orders to ADSW; and voluntary or involuntary orders to AD for Presidential Reserve Call-up or Full/Partial Mobilization in Support of Contingency Operations.

(1) Members currently serving under an approved incentive contractual obligation in a Selected Reserve status who voluntarily accept orders to ADSW; or voluntarily or involuntarily execute AD orders for Presidential Reserve Call-up or Full/Partial Mobilization in Support of Contingency Operations, shall maintain bonus entitlement for the duration of the orders or mobilization period. Time served on these orders



counts toward fulfillment of the member's Selected Reserve obligation.

(2) The member must return to a Selected Reserve status immediately upon completion of the AD orders and continue to serve any remaining required incentive obligation period.

(3) Failure to return to a Selected Reserve status shall result in bonus eligibility termination and processing of bonus recoupment. The member shall be required to refund to the U.S. government an amount of the bonus received due to not completing the required drilling Reserve obligation as applicable. Bonus termination date will be the date of expiration of the mobilization orders.

b. Enlistment or voluntary orders to AD in the Reserve Force. Members currently serving under an approved incentive contractual obligation in a Selected Reserve status who voluntarily enlist or voluntarily accept orders to AD shall be terminated from incentive eligibility effective on the date of transfer from the Selected Reserve.

#### 9. Reenlistment While on AD

a. Members who reenlist while serving on a period of mobilization, and who meet the eligibility criteria for a reenlistment bonus per [RESPERSMAN 1100-020](#) may apply for bonus eligibility while they are mobilized.

(1) Member's AD command (mobilized unit) will complete the NAVPERS 1070/601, Immediate Reenlistment Contract per standard reenlistment procedures. They will also have member sign the Navy Reserve Reenlistment Incentive Written Agreement.

(2) The AD command should coordinate with the member's supporting NRA if unable to obtain a copy of the Reenlistment Incentive Written Agreement. Once completed, copies of these documents will be submitted to the NRA for normal bonus processing, via scan and e-mail.

(3) Due to AD and Reserve Component (RC) Navy Standard Integrated Personnel System (NSIPS) data system access restrictions, the NRA will submit a service request to update member's reenlistment data in RC NSIPS via the NSIPS Help Desk upon receipt of the documents. After the updates are completed and the service request is closed, the NRA Incentive Program

Coordinator will electronically submit a copy of the incentive written agreement and reenlistment contract to COMNAVRESFORCOM (N112) to establish bonus eligibility and authorize bonus payment per paragraph 2.e.(1)(c).

NOTE: If a member reenlists in a designated tax-free location, then the bonus is also tax-free. When bonus is paid, the member will receive two separate deposits, one with taxes taken out and another within 30 days returning the taxes to the member.

(4) The member must return to a Selected Reserve status immediately upon completion of the mobilization orders and continue to serve any remaining required incentive obligation period. A Reserve Unit Commanding Officer approval of a request for assignment of up to six months of Authorized Absences (AAs) upon demobilization, per [RESPERSMAN 1570-010](#), does not impact incentive entitlement.

(5) Failure to return to Selected Reserve status shall result in bonus eligibility termination and processing of bonus recoupment. The member shall be required to refund to the U.S. government an amount of the bonus received due to not completing the required drilling Reserve obligation as applicable. Bonus termination date will be the date of expiration of the mobilization orders.