DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382

NGB-ARM

01 February 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army National Guard Implementation Guidance for the Army National Guard Critical Skill Retention Bonus (CSRB)

1. References.

a. National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2008, 28 January 2008.

b. Department of Defense (DoD) Instruction 1304.29, dated 15 December 2006, with changes posted from Directive Type Memorandum, 30 August 2006.

c. Army Regulation (AR) 135-7, Incentive Programs, 15 April 1996.

d. Army Regulation (AR) 135-91, Service Obligation, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, 1 February 2005.

e. Army National Guard Regulation (NGR) 600-7, Selected Reserve Incentive Programs, 13 June 2002 (Draft).

f. Army National Guard Regulation (NGR) 600-101, Warrant Officers – Federal Recognition and Related Personnel Actions, 26 October 2006.

g. Army National Guard Regulation (NGR) 600-100, Commissioned Officers – Federal Recognition and Related Personnel Actions, 1 October 2006.

h. Office of the Secretary of Defense Memorandum for Assistant Secretary of The Army (M&RA) Subject: Critical Skills Retention Bonus (CSRB) Army National Guard Officer and Warrant Officer CSRB, 12 December 2007.

i. ALARACT Message 007/2008, Temporary Policy Message Providing Implementation Guidance for Use of New CSRB for ARNG Officers and Warrant Officers and USAR, 18 January 2008.

2. The purpose of the Selected Reserve CSRB is to retain Soldiers who are assigned to either a Modified Table of Organization and Equipment (MTO&E) unit; or a "deployable" Table of Distribution and Allowance (TDA) unit in a designated critical skill (CS) in order to support the Army National Guard (ARNG) in meeting critical manpower shortages. It will have a direct impact on retention of Soldiers assigned to these units in a designated CS.

3. The CSRB is authorized for officers and warrant officers, who agree to continue to serve in an MTO&E unit, or "deployable" TDA unit in a designated CS (enclosure 1) for a three year contract period.

4. Military Technician (Mil Tech) and Active Guard Reserve (AGR) Officers are only eligible for the CSRB if deployed in support of the Global War on Terror (GWOT) in the theatres of Iraq, Afghanistan or Kuwait.

5. Warrant Officer CSRB eligibility and payment.

a. Must have completed any current contractual obligation or bonus contract as a result of participation in either the Warrant Officer Accession or Affiliation Bonus.

b. Must currently hold the rank of Chief Warrant Officer Two (CW2).

c. Current time in service cannot allow them to attain 25 years or more of service during the bonus entitlement period.

d. Must have not less than twelve and not more than eighteen years of service.

e. Must be MOS qualified in one of the designated critical skills (enclosure 1) and extend in an MTO&E or "deployable" TDA unit in a valid vacant position or against a projected vacancy within 101 – 125% of the unit's authorized wartime strength. (Percentage fill is determined at AOC level by grade).

f. Warrant Officers who meet the qualifications of a through e above and who execute a three year CSRB contract and extension will be paid $20,000. The bonus will be paid in two 50% installments. The initial installment of 50% will be processed for payment on the effective date of the CSRB written agreement. The second and final installment of 50% will be process for payment on the third-year anniversary of the effective date of the CSRB agreement.

6. Officer eligibility and payment.

a. Must have completed any current contractual obligation or bonus contract as a result of participation in either the Officer Accession or Affiliation Bonus.

b. Must currently hold the rank of Captain (CPT/O-3).

c. Current time in service cannot allow them to attain 25 years or more of service during the bonus entitlement period.

(1) Must have not less than six and not more than twelve years of commissioned service from date of commission.

(2) Must have 22 years or less of overall service on the effective date of the CSRB contract.

d. Must not be within twelve months of any transfer from Active Duty or another component of the Selected Reserves.

e. Must posses a valid Baccalaureate Degree from an accredited institution of higher learning. This degree will be verified by the State Education Services Office.

f. Must be fully qualified, and serve in, a designated Critical Skill Area of Concentration (CSAOC) (enclosure 1) in an MTO&E or "deployable" TDA unit for a period of not less than 3 years.

g. Must serve in a valid position vacancy, or against a projected vacancy within 101 – 125% of the unit's authorized wartime strength (Percentage fill is determined at AOC level by grade).

h. Any officer who has been non-selected by the DA Board for Major is not authorized the CSRB.

i. Officers who meet the qualifications of a through h above and who execute a three year CSRB contract and service agreement will be paid $20,000. The bonus will be paid in two 50% installments. The initial installment of 50% will be processed for payment on the effective date of the CSRB written agreement. The second and final installment of 50% will be processed for payment on the third-year anniversary of the effective date of the CSRB agreement.

7. Chaplains (56) and Judge Advocate General (27) Officer eligibility and payment.

a. Must have completed any current contractual obligation or bonus contract as a result of participation in either the Officer Accession or Affiliation Bonus.

b. Must currently hold the rank of Captain (CPT/O-3) through Major (MAJ/O-4).

c. Current time in service cannot allow them to attain 25 years or more of service during the bonus entitlement period.

(1) Must have not less than six and not more than twelve years of commissioned service from date of commission.

(2) Must have 22 years or less of overall service on the effective date of the CSRB contract.

d. Must not be within twelve months of any transfer from Active Duty or another component of the Selected Reserves.

e. Must be fully qualified, and serve in, a designated Critical Skill Area of Concentration (CSAOC) (enclosure 1) in an MTO&E or "deployable" TDA unit for a period of not less than 3 years.

f. Must serve in a valid position vacancy, or against a projected vacancy within 101 – 125% of the unit's authorized wartime strength (Percentage fill is determined at AOC level by grade).

g. Any officer who has been non-selected by the DA Board for the next higer grade is not authorized the CSRB.

h. Officers who meet the qualifications of a through g above and who execute a three year CSRB contract and service agreement will be paid $30,000. The bonus will be paid lump sum which will be processed for payment on the effective date of the CSRB written agreement.

8. Execution.

a. State Incentive Managers (IM) will verify eligibility, process all CSRB written agreements and payments through the Information Management and Reporting Center (iMARC) program at https://minuteman.ngb.army.mil.

b. Eligible applicants will sign an extension or Officer Service Agreement (OSA) at the same time that they execute the CSRB Written Agreement agreeing to serve not less than 3 years from the effective date of the CSRB contract. The signed agreement will be authenticated by a service representative and witnessed by a commissioned officer. The agreement will not be revised or modified without HQDA approval.

9. Termination and recoupment.

a. Termination with recoupment: If entitlement to an incentive is terminated for any reason before the fulfillment of the service described in the Soldiers written CSRB agreement, that Soldier will not be eligible to receive any further incentive payments, except for payments for service performed before the termination date. Unless granted relief the Soldier must refund a prorated amount to the government (or receive a final payment from the government as the case may be), if such termination is for any of the following reasons:

(1) Failure to participate satisfactorily in required training during the entire period of service agreed to, in accordance with the written agreement, unless the failure to participate satisfactorily was due to reasons beyond the control of the Soldier (i.e. death, injury, illness or other impairment).

(2) Separation from the Army National Guard (ARNG) for any reason (including transfer or voluntary order to active duty in the armed forces).

(3) Movement to a non-critical AOC unless the move is due to normal career progression (promotion) or is required by the needs of the ARNG.

(4) Acceptance of either an AGR or a Mil Tech position where membership in the ARNG is a condition of employment. This subparagraph does not apply to AGR or Mil Tech Soldiers who entered the program under paragraph 4 of this policy. Recoupment actions will not be initiated if the service member entered into contract while deployed in support of the Global War on Terror (GWOT) in the theatres of Iraq, Afghanistan or Kuwait.

b. The amount of the recoupment will be based on the following computations:

(1) The total bonus amount contracted for will be divided by 36 (for a 3 year, 36 month agreement). This will give the amount of bonus earned per whole month of participation. The result will be multiplied by the number of whole months that were actually served under the contract. That result will be what is due the soldier under the contract. That amount, when compared to the total amount the soldier is actually paid at the time the contract is terminated, will determine whether the soldier was over paid resulting in recoupment; or underpaid resulting in a final payment.

Example 1: An Officer agrees to serve for 3 years under paragraph 6 above. Total bonus payable is $20,000. $20,000/36 = $555.55. This is the amount per whole month earned for participation. The Officer serves 28 whole months of the contract prior to the termination date. $555.55 X 28 = $15,554.00. This is the amount earned by the Officer under the contract. As this bonus is paid 50% up front, the

Officer has received $10,000 in actual payments. The Officer is due a final payment in the amount of $5.554.00 upon termination.

Example 2: The Officer above is a JAG Officer and agrees to serve for 3 years under paragraph 7 above. Total bonus payable is $30,000. $30,000/36 = $833.33. The Officer serves 15 whole months of the contract prior to the termination date. $833.33 X 15 = $12,499.95. As this bonus is paid lump sum up

front, the Officer has received $30,000 in actual payments. The Officer will have a recoupment process for the amount of $17,500.05 upon termination.

10. Termination from bonus entitlement and/or recoupment does not affect the period of obligation to be served in the ARNG.

11. This implementation guidance will expire December 31, 2008.

12. The point of contact for this policy is MSG Mitchell T. Flemming, DSN 327-7230/CML 703-607-7230 or mitchell.flemming@us.army.mil or SFC Eric A. Bell, DSN 327-7738/CML 703-607-7738 or eric.a.bell@ng.army.mil.

ROBERT L. PORTER
COL, MS
Chief, Personnel Programs, Manpower
and Resources Division

DISTRIBUTION:
Each State DCSPER/MILPO
Each State Incentive Manager
Each State RRC

OFFICER CRITICAL SKILLS

11A, 13A, 15B, 15C, 15D, 19B, 21A, 21B, 21D, 24A, 25A, 31A, 35D, 35E, 35G, 42B, 44A, 46A, 51C, 53A, 59A, 74A, 74B, 88A, 88B, 90A, 91A, 92A, 92F

WARRANT OFFICER CRITICAL SKILLS

131A, 152B, 152D, 152F, 152H, 153D, 154C, 270A, 913A, 914A, 915A, 919A, 920A, 920B,

JUDGE ADVOCATE GENERAL OFFICER CRITICAL SKILLS

27A

CHAPLAIN CRITICAL SKILLS

56A

Enclosure 1